



SOLICITATION NUMBER: 72066425R10002
ISSUANCE DATE: November 22, 2024
CLOSING DATE/TIME: December 20, 2024
11:59pm Tunisia local time

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

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 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 solicitation.

Sincerely,

Kevin Sarsok

Digitally signed by Kevin Sarsok
Date: 2024.11.20 12:52:40 -0700

Signature

Kevin Sarsok
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72066425R10002
2. **ISSUANCE DATE:** November 22, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 20, 2024,
11:59pm Tunisia local time
4. **POINT OF CONTACT:** Amruta Tripathi, e-mail at usaidmerpjobs@usaid.gov.
5. **POSITION TITLE:** Project Management Specialist (Economic Growth)
6. **MARKET VALUE:** 89,003 – 137,983 (TND) equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Tunisia. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five-Year Period of Performance, estimated to start o/a July 2025, with a possibility to renew in accordance with Automated Directive System (ADS 309). Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and are expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
8. **PLACE OF PERFORMANCE:** Tunis, Tunisia with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Cooperating Country Nationals. 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 Tunisia.
10. **SECURITY LEVEL REQUIRED:** Facility Access or Security Certification issued by the U.S. Embassy Regional Security Office.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Project Management Specialist will independently administer multi-million economic growth projects and assist in managing USAID economic growth activities in Tunisia. S/he will assist in project design, preparation, implementation, monitoring through closeout, and evaluation. S/he will work in a multidisciplinary, dynamic, and results-oriented team where members must support one another and play interchangeable roles when necessary. S/he will provide technical advice on USAID's economic growth activities, visit project sites to monitor progress, independently draft project documents,

deliver oral and written briefs, evaluate activities, and provide input to periodic and ad-hoc reports required by the Mission or USAID/Washington. S/he must have relevant experience and a deep understanding of private sector development approaches and the relationship between the private sector and government in a market-oriented economy. S/he will exercise broad technical judgment in support of USAID Tunisia's economic growth projects and is a concise and persuasive oral and written communicator. S/he reports to the Director of the Economic Growth Office (EGO) and is a critical member of the EG team.

2. Statement of Duties to be Performed

Project Management and Administration Duties (60%)

- Serves as Contracting Officer Representative (COR) for economic growth projects implemented through contractors in Tunisia.
- Manages contractors and leads the implementation of one or more contracts in the EGO portfolio.
- Monitors, documents, and evaluates contractor performance to ensure that results are achieved per policy, technical and contractual considerations.
- Conducts field visits to project sites across Tunisia to monitor progress against award terms and conditions.
- Prepares project documents and coordinates with relevant USAID offices for required clearances and approvals.
- Guides and approves annual work plans, scopes of works, and other actions for the implementation of assigned contracts.
- Solves or recommends ways to solve day-to-day technical and operational issues with projects.
- Prepares status reports or provides oral briefs on project progress, including problem analysis and recommendations for corrective actions.
- Reviews periodic reports to ensure that benchmarks and goals are being met and monitor progress and contribution towards Intermediate Results.
- Evaluates projects focusing on impact, lessons learned, problem areas, and how they have been overcome.
- Tracks project-related financial expenditures and prepares accrual and expenditure projection reports.
- Prepares procurement requisitions, funding analysis, and other relevant financial documents, and maintains complete and auditable files for all assigned contracts.

Monitoring and Evaluation Duties (20%)

- Collects and monitors performance data regularly to measure achievement against performance indicators, assess progress, and aggregate findings.
- Assesses data quality from assigned contracts.
- Conducts maintaining the mission performance management plan.
- Conducts developing and revising activity-level monitoring, evaluation, and learning plans, including indicators and baseline data, and ensures their practical use as management and information tools.
- Prepares and submits performance data for periodic reports while ensuring the

quality and relevance of data.

- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provides advice to staff on improving project performance using M&E findings.
- Ensures that performance metrics are accurately tracked and used to revise tactical direction as needed.
- Coordinate with the EGO team to ensure that data submitted on projects is complete and consistent for annual Agency-wide reporting, portfolio reviews, and other required reporting.

Communication and Project Design Duties (20%)

- Collaborates and coordinates with contractors and partners, Embassy, and Mission staff to organize and coordinate USAID public events and prepare press releases, speeches, and background information.
- Drafts weekly updates, briefing papers, success stories, reports, and press releases as assigned and specialized documents for EGO when needed.
- Drafts and delivers periodical or ad hoc reports, including oral presentations, as required
- Assists with the development of programmatic public relations and briefing materials, including brochures, Activity Fact Sheets, success stories, etc.
- Ensures professional-level communication with USG and Government of Tunisia (GOT) officials, private sector, media, and other donor representatives, to provide issue-oriented briefings and presentations.
- Serves as an interpreter and takes meeting notes when necessary.
- Maintains knowledge of country context, technical approach, development objectives, accomplishments, and results of assigned EGO projects to summarize in writing or in oral briefs upon demand, especially for meetings, speeches, background papers, and other USAID reporting requirements.
- Ensures that the EGO team is informed of current events that affect project implementation and EGO activities.
- Prepares project documentation for acquisition and assistance actions such as statements of work, program descriptions, independent government cost estimates, selection criteria.
- Reviews technical and cost proposals, solicitations, award recommendations, and contracts.
- Collaborates with USAID staff team members to align the proposed technical approach and performance metrics to the Mission's objectives and results framework.

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.

3. Supervisory Relationship

S/he will report to the EGO Office Director and is expected to work with minimal day-to-day supervision. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals, and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.

4. Supervisory Controls

Direct supervision of other staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A Bachelor's degree in an area such as business administration, economics, economic development, finance, or related field is required.

Prior Work Experience: At least five (5) years of, progressively responsible, and professional-level experience managing projects, activities or services in areas related to business development, private sector investment, banking, trade, public-private sector partnerships, ITC, e-solutions, reforms to foster private sector growth or relevant business development field is required. Three (3) of the five years is in project management with a relevant private and/or public sector organization.

Language Proficiency: Fluency (Level IV) in spoken and written Arabic and English as well as proficiency (Level III) in French is required. (This 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.

Short-listed candidates will be evaluated based on information presented in the application, skills test, interview, and obtained through reference checks against the Evaluation Factors listed below. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

The application will be scored based on information provided outlining the quality of experience supporting the statement of duties and the following evaluation factors:

Job Knowledge:

- Technical and applied knowledge of the Tunisian economy, private sector, and government regulations and measures for businesses and investors.
- Knowledge of private sector and economic development issues, especially in SME competitiveness, access to finance, trade, investment, and public-private partnerships.
- Applied knowledge of project management and coordination.
- Applied knowledge in devising and implementing solutions to promote private sector development, expand export markets, attract investment, and mobilize public-private partnerships.

Skills and Abilities:

- Must have very strong written and verbal communication skills and analytical capabilities.
- Must be able to obtain, organize, analyze, evaluate, and summarize information clearly and concisely.
- Must be able to manage competing priorities and multiple tasks, and work effectively under pressure.
- Must be able to establish and maintain productive working contacts with mid-to high-level USG and Government of Tunisia officials and representatives from the private sector, donor community, and private organizations.
- Must have the interpersonal skills and the ability to balance working well in a team and have the initiative, creativity, and ability to carry out responsibilities independently.
- Must demonstrate the ability to assume management and leadership roles.
- Must be able to concisely document key points, action items, and decisions discussed in formal and informal meetings, and have the initiative to close and follow up on actions or matters raised.
- Must be resourceful, have excellent judgment, and be able to work with people from different backgrounds effectively.
- Must have the ability to plan, develop, manage, and evaluate projects, including understanding and applying a thorough knowledge of USAID programming policies, regulations, procedures, documentation, and policy parameters.
- Must be proactive, flexible, and dedicated, and willing to take on new and various tasks and responsibilities.

- Must be willing and able to travel.
- Must be able to translate French and/or Arabic documents and provide translation support when necessary.

Applicants are rated as outlined below.

1. A preliminary review of the applicant's submitted application package to establish that minimum educational and work experience requirements are met PASS/FAIL

2. Language test PASS/FAIL

3. Application Review max. 10 points

4. Technical Skills Test max. 30 points

A skills test will be administered to assess the candidates' related to job knowledge and skills.

5. Interview Performance max. 60 points

Interview questions will be intended to explore the candidate's experience, job knowledge, skills and abilities in regard to the requirements and functional role of the position. There will be at least one question regarding Diversity, Equity, Inclusion and Accessibility (DEIA) concepts.

Total Possible Points: 100 points

6. Reference Check PASS/FAIL

A "FAIL" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; i.e. not a single critical comment.

USAID/MERP (Middle East Regional Platform), Frankfurt's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and work experience. A language test (Step 2) will be conducted before forwarding the applications to the Technical Evaluation Committee (TEC) for further review and assessment.

The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria (Step 3) to develop a shortlist of applicants. Applicants will be contacted for the written test (Step 4) and further for the interviews (Step 5).

Following the interview during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. References (Step 6) will only be solicited for those applicants who are being considered for ranking.

Based on this final input, the TEC will make its final decision on which candidates to rank and in which order, prepare a TEC Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).

Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to apply via ERA Electronic Recruitment Application, <https://tn.usembassy.gov/embassy/jobs/> (please navigate to the *ERA Site* link to view the vacancy and to apply).
2. Offerors must ensure to enclose a Cover Letter, CV/Resume, valid residence/work permit and a list of 3 professional references in ERA by the closing date and time specified in Section I, item 3.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- a. Background investigation forms
- b. Medical clearance forms

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized for the benefits and allowances as per the Local Compensation Plan of Mission Tunisia.

VII. TAXES

The U.S. Mission Post will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Tunisian Government regarding taxes are adhered to.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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 309-1** 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: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	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/resources_standards-of-conduct.
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

Number	Name	Date
52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023