



# USAID | ETHIOPIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72066319B00001**

**ISSUANCE DATE: December 5, 2018**

**CLOSING DATE/TIME: January 4, 2019 at 5:00 pm, Ethiopia local Time**

**SUBJECT: Solicitation for U.S. Personal Service Contractor (USPSC) – Senior Learning Advisor**

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 VIII** 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 offer.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shelby Hunt  
Supervisory Executive Officer

Addis Ababa, Ethiopia

**ATTACHMENT 1**

**Solicitation for Resident-Hire U.S. Personal Service Contract (PSC)  
Senior Learning Advisor  
USAID/Ethiopia, Addis Ababa**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72066319B00001
- 2. ISSUANCE DATE:** December 5, 2018
- 3. CLOSING DATE/TIME:** January 4, 2019 at 5:00 pm, Ethiopia local Time
- 4. POSITION TITLE:** Senior Learning Advisor
- 5. MARKET VALUE:** **\$89,370 - \$116,181** 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.**
- 6. PERIOD OF PERFORMANCE:** One year, with four additional one-year extensions pending approval, need, performance, and funding, not to exceed five years.
- 7. PLACE OF PERFORMANCE:** USAID/Ethiopia, Addis Ababa with possible travel as stated in the Statement of Work
- 8. SECURITY LEVEL REQUIRED:** The final selected candidates must obtain both the appropriate security and medical clearances within a reasonable period of time. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded. Facility Access (USPSC); and Background Check (TCNPSC).

Per AIDAR Appendix D, 1 (5), Resident Hire" means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

- (i) A spouse of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
- (ii) for reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides

## 9. STATEMENT OF DUTIES

### 1. *General Statement of Purpose of the Contract*

As part of the Mission's Program Office, the incumbent will serve as USAID/Ethiopia's Senior Learning Advisor and will institutionalize Collaborating, Learning and Adapting (CLA) across the Mission portfolio. The incumbent is expected to serve as an expert organizational learning and knowledge management professional.

CLA is USAID's methodology and approach to ensure programming is coordinated, grounded in evidence, and is adjusted as necessary to remain effective throughout the program cycle. The incumbent guides and supports *coordinated* Program Office learning initiatives, both on a programmatic and operational level, and supports Mission Management and wider Mission staff in implementing the Mission strategy through mechanisms or approaches that promote continuous learning and adaptation. These mechanisms or approaches are not yet fully established or universally adopted, and the incumbent will lead and promote their development. The incumbent also promotes strong internal and external collaboration and stakeholder engagement and supports program coordination. S/he plays a Mission-wide coordination role and provides advice to the Mission Director, Deputy Mission Director, the Mission Management Team (MMT), and other offices on best and emerging practices in institutionalizing CLA. S/he leads staff to develop Mission-wide processes that integrate CLA across the Mission, makes recommendations on how to continuously improve processes and project outcomes, and fosters improved communication internally and with external stakeholders. The incumbent also serves as a critical link to relevant USAID/Washington Bureaus and Offices and the Agency's central CLA Team in both seeking and sharing promising practices in CLA worldwide.

Key to this position will be revitalizing and fostering an environment that advances learning among USAID staff, implementing partners and other stakeholders. In conjunction with the Program Office M&E Specialist, technical office M&E focal points, the Mission Monitoring, Evaluation and Learning (MEL) Working Group, and Mission's MEL Contractor, the incumbent identifies ways to reduce knowledge sharing barriers (e.g., through application of e-sharing and learning tools, such as outcome mapping, social network analyses, creation of Communities of Practice and USAID's Council of Advisors) and move staff from their current 'activity focused' orientation to more holistic project and program management approaches, including peer and cross-office learning interactions.

As many of the duties of the Senior Learning Advisor involve an organizational behavior-change requirement, the Advisor must have the necessary professional credibility and gravitas to effectively identify the need for change, ability to articulate that knowledge to a non-expert audience, and provide persuasive arguments that will motivate Mission staff to accept and enact the changes.

The Senior Learning Advisor will advance CLA in USAID/Ethiopia through a wide range of resources, platforms and practices used by USAID staff, implementation and development partners to promote adaptive, organizational

learning and evaluation. These include: learning agendas, formal evaluations and studies, feedback loops for information sharing and dissemination, forums and engagements that enable open exchanges of ideas, and adaptive management strategies that translate learning into action. While USAID/Ethiopia is committed to broadly strengthening monitoring and evaluation practices as part of its CLA approach and evidence-based decision making, traditionally defined “M&E” should be understood as only a subset of USAID/Ethiopia’s broader understanding and application of CLA and organizational learning and improved effectiveness.

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

The central function of the Program Office in monitoring, evaluation and learning (MEL) is to ensure that the causal pathway to desired development outcomes is continuously assessed and adjusted, through analysis of a variety of information sources and knowledge, to yield the most effective course of action. Building on this, the Senior Learning Advisor will help institutionalize CLA across the Mission, including in strategy and program implementation.

More specifically, s/he will facilitate Mission efforts to develop utilization-focused learning agendas, feed new learning information into strategy, projects, and activities at all points in the program cycle, and develop innovative approaches to supporting program adaptation. The incumbent will also build the capacity of Mission staff, guiding leadership and technical offices to translate new learning, as well as information about changing conditions, into iterative strategic and programmatic adjustments. The quality of the guidance provided by the Senior Learning Advisor and their ability to institutionalize CLA practices in the Mission will, to a large extent, determine the cost-effectiveness of key U.S. Government (USG) development investments in Ethiopia.

While the Mission-wide MEL contract will provide CLA coordination support by planning and staging organizational reflection and learning opportunities, this position will coordinate with M&E specialists at the Mission, liaise with the MEL contractor, external stakeholders and technical teams to foster learning and adaptation and representing the Program Office in discussions and negotiations with implementing partners (IP).

### **Major Roles and Responsibilities**

#### **1. Develop, Manage and Coordinate Mission Organizational and Program Learning Opportunities - (50%)**

- Lead the Mission in the development of a cohesive learning agenda, consistent with its Country Development Cooperation Strategy (CDCS).
- Build the capacity of Mission staff to fully grasp the core concepts of CLA and directly apply them to Mission programming.
- Support the Mission’s decision-making on organizational interventions to advance and integrate CLA best practices across the Mission’s portfolio.
- Support Mission staff with the development of internal partnerships and play a leading role in the thought leadership surrounding collaboration and the organization of cross-functional teams.

- Develop innovative and user-friendly approaches that maximize Mission use of data to improve programming.
- Cultivate a body of knowledge that can be disseminated to share with internal and external actors on best practices.
- Advise Mission Leadership and provide on-going feedback on how new processes are working to enable Mission leadership to course correct along the way and improve CLA practices within the Mission and with partners and stakeholders, with a goal toward improving program outcomes.
- Guide technical teams' utilization of research design and methodologies, applied research studies, impact assessments, capturing and sharing new knowledge, engaging stakeholders in CLA, and applying learning to ongoing program and project/activity design and management. Develop interactive learning opportunities that inform subsequent work plans, activity designs, target setting, assessments, studies and potential adjustments in project/activity implementation.
- Support technical offices with executing their CLA priorities, including linking technical offices to external support or mechanisms and/or developing scopes of work for supplementary support.
- Seek opportunities to advance USAID's knowledge management and learning activities, ensuring effective sharing and applied learning in topics of strategic interest to USAID/Ethiopia (e.g., methods to integrate effective, responsible governance in non-Democracy and Governance focused programming; strategies to increase women's influence in households, nutrition and agriculture; and, private-sector led approaches to social services and development).
- Support Program Office backstops/cross-cutting specialists and working groups to ensure a focus on the principles, fundamentals and best practices of CLA within in support of iterative course corrections and ensure ongoing and evolving alignment of portfolio with strategy.
- Support the Executive Office in fostering and advancing USAID/Ethiopia's organizational culture, orienting new staff on the Mission Leadership Charter and Mission values and behavioral expectations, while encouraging ongoing organizational development.

2. Lead stakeholder engagement and build partnerships (25%)

- More specific to the external side of collaboration, the incumbent will lead the Mission's exploration and building of partnerships that can maximize the Mission's programming impact.
- Play a lead role in the coordination and implementation of events related to engaging Implementing Partners. For example, the Program Office hosts quarterly Implementing Partner meetings, as well as cross-cutting workshops (such as gender and youth). The incumbent will play a lead role in coordinating the planning of this event, incorporating CLA as a backdrop to meeting agendas and ensuring regular follow up and continuous refinement to these public relations events.

### 3. Knowledge Management - (25%)

- To enable program adaptation, Mission staff must have highly user-friendly access to *useful* information and knowledge. Often, organizations can generate so much information that the average activity manager may not know how to translate findings into practical steps to adjust programming. The incumbent will make recommendations on best-fit MEL practices and on generating data needs in relation to the Mission's *unique* portfolio.
- Often, data users may not know where to look for information as it takes real effort to gather data from across the Mission and turn it into something useable. The incumbent will oversee the development of a highly user-friendly KM system and will coordinate closely with MEL and KM specialists to establish methods to continuously generate *useful* data as inputs and establish either new systems and/or *consolidate or reduce* separate yet duplicative tools that are already in existence.
- Engage a wide range of internal and external stakeholders to facilitate the transfer and exchange of knowledge among peers. To be successful, the incumbent must work to “download” information from people and activities so that the Mission can maintain this knowledge, as opposed to losing it when a colleague departs or an activity concludes.
- Use expert knowledge to build capacity among Mission staff on key knowledge management principles and learning.

### 3. *Supervisory Relationship*

The Senior Learning Advisor works under the supervision of the Supervisory Program Officer, or designate, but also provides direct advice and guidance to the Mission Director and Senior Management Team. S/he is considered an expert in this field. As such, they will be delegated responsibility and authority to plan, schedule, and carry out major CLA-oriented activities concerned with the analysis and evaluation of programs and organizational learning. Analyses, evaluations, and recommendations developed by the incumbent will be accepted by senior management to influence the broader USAID strategy and results expected. The supervisor provides a high-level review of the assignment, the goals and objectives to be achieved, and the results expected. The Senior Learning Advisor will work with minimal guidelines and supervision, but will also coordinate with team members and ensure work products are integrated with other major office deliverables. S/he is also required to determine assignments that must be coordinated with the supervisor and/or senior management and will seek advice and assistance, as required.

### 4. *Supervisory Controls:*

The incumbent will be expected to lead USAID's CLA working group(s), offer technical guidance and professional coaching to Mission staff in practices and techniques for cultivating organizational learning about USAID's development hypotheses, results, and capacities to conduct special studies, learning reviews and/or evaluations. The incumbent will be an integral member of the Mission Management Team and will have frequent and direct contact with Mission leadership. The incumbent may provide oversight and/or supervision of staff on temporary assignments or TDYs to Ethiopia related to CLA.

**Exercise of Judgment:** The incumbent works with a high level of independence in advancing USAID's CLA agenda. S/he uses considerable judgment in developing ideas and proposals as well as determining who to involve in a particular activity, and leads teams to accomplish the objectives and analyses agreed to.

#### **10. AREA OF CONSIDERATION:**

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident ("green card holder");
- U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain facility access authorization;
- Be able to obtain a Department of State medical clearance;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** Supervisory Executive Officer, Shelby Hunt and HR Specialist, Fekadu Tamirate at [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov).

*Note:* No in-person appointments or telephone calls will be entertained, unless you are required to have more information about this solicitation.

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

Applications will be initially screened by the Human Resources Office to determine whether applicants have met the advertised minimum qualifications. A list of qualified applicants will be referred to the hiring office for further consideration and screening.

**EDUCATION** A Master's Degree in the field of organizational learning or development assistance such as public, business or development administration,

knowledge management, political science/international affairs, economics, development studies, or related field.

**WORK EXPERIENCE:** A minimum of ten years of progressively responsible, job-related, professional-level experience in development, organizational or action learning, and/or consulting or knowledge management.

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

The following evaluation factors for evaluating applications are established. The Technical Evaluation Committee will establish the competitive range/cut-off points per the evaluation factors listed below. Applicants are encouraged to provide a narrative for each selection criteria listed below in this section. This information will be used for evaluating and scoring each criterion. **The TEC will conduct interviews with all offerors in the competitive range and provide the final rating and ranking of the offerors based on the interview and satisfactory professional reference checks. Be sure to include your name and the solicitation number at the top of each page.**

**EDUCATION (5 POINTS)** A Master's Degree in the field of organizational learning or development assistance such as public, business or development administration, knowledge management, political science/international affairs, economics, development studies, or related field. Additional evaluation points will be given to offerors who exceed the minimum requirement.

**WORK EXPERIENCE (25 Points):** A minimum of ten years of progressively responsible, job-related, professional-level experience in development, organizational or action learning, and/or consulting or knowledge management.

A strong background in monitoring and evaluation of development programs, experience in the application of various assessments, learning and evaluative methods and field research experience.

Demonstrated experience in designing, facilitating and evaluating tailored learning activities, across a variety of themes, forums and stakeholders.

Prior experience creating and institutionalizing a learning culture in an organization; this includes experience creating opportunities and leading dialogues, both internally and with stakeholders, to inform organizational strategy and guide course correction for work plans, program design and target setting is beneficial.

**LANGUAGE PROFICIENCY (10 points):** Fluent English (reading, writing and speaking) at the full professional level. Candidate must have the ability to present analysis and recommendations in clear written and oral format. The incumbent must have superior writing skills and be able to prepare clear, substantive reports and briefing papers in English, in a timely manner.

**KNOWLEDGE (30 Points):** The incumbent must have a demonstrated understanding of the economic, social, cultural and political characteristics of development and developing country contexts as well as understanding and experience in developing and leading stakeholder engagement activities, knowledge management programs, coaching, communities of practice and social networking.

Knowledge of the objectives and operations of the USG or the program activities of

other international donor organizations in East Africa and the Horn is highly desirable.

Experience working with Mission communication experts and M&E/Geographic Information Systems (GIS) specialists to explain the value of analytical products to internal and external audiences is beneficial. Experience working with GIS specialists to further analytical learning is desirable.

Prior experience with a US Government agency, implementing partner or international donor designing and implementing MEL Plans as well as fostering a learning environment is desirable.

**ABILITIES AND SKILLS (30 Points):** This position requires a demonstrated passion and mastery of the specialized area of facilitating and creating organizational learning and advancing foreign aid effectiveness opportunities.

She/he should be detail-oriented with a demonstrated ability to create and foster a focus on CLA among program and activity managers, implementers and stakeholders.

S/he should demonstrate strong coaching, interpersonal and presentation skills and the ability to influence decision makers, foster organizational change strategies and implement plans within a complex organizational setting.

Must have demonstrated abilities and track record in strategic, systems and holistic thinking, managing resistance to change and/or understanding organizational culture, learning and change management.

The ability to work effectively in a team environment and manage effective consultations on policies and administrative matters is necessary; as well as an ability to resolve multi-dimensional conflicts and conflicts between technical office priorities and Mission strategy.

Must be able to quickly acquire a thorough understanding of USAID/Ethiopia's CDCS programming objectives, results expected, planning and reporting systems and the key lines of sector investigation and learning agendas.

She/he is expected to have in-depth professional-level knowledge in data analysis and reporting, and knowledge management.

Selection will be based on the following criteria (**Maximum of 100 Points Available**):

<b>Education:</b>	<b>5 points</b>
<b>Language Proficiency:</b>	<b>10 points</b>
<b>Work Experience:</b>	<b>25 points</b>
<b>Knowledge:</b>	<b>30 points</b>
<b>Abilities and Skills:</b>	<b>30 points</b>

#### **IV. APPLYING**

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

1. Eligible offerors are required to complete and submit the offer form **AID 309-**

2, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.

2. 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, item 12**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
4. Letter of Application and current resume.
5. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
6. Application must be submitted ONLY via [addisusaidjobs@usaid.gov](mailto:addisusaidjobs@usaid.gov) and the email subject must say –: **72066319B00001, Senior Learning Advisor**
7. Please submit the application only once; and
8. Late and incomplete applications will not be considered; the application must be submitted before or on the closing date at local Ethiopia time 5 p.m. (Local Ethiopia, Addis Ababa Time).

#### V. **LIST OF REQUIRED FORMS FOR PSC HIRES**

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

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

#### VI. **BENEFITS/ALLOWANCES**

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

- a. BENEFITS:
- b. Employer's FICA Contribution
- c. Contribution toward Health & Life Insurance
- d. ALLOWANCES:

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

U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.

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:

- a. **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/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
- b. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
- c. 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>.
- d. **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>.

**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.*

Cleared:     DDaibes \_\_\_\_\_

              SHunt \_\_\_\_\_