



SOLICITATION NUMBER/VACANCY ANNOUNCEMENT: 72069619R100002

ISSUANCE DATE: May 11, 2019

CLOSING DATE/TIME: May 24, 2019/12:00 p.m. (CAT)

SUBJECT: Solicitation for a Cooperating Country National Personal Services Contractor

Dear Prospective Offerors/Applicants:

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 a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** 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 personal services 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,

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Reid H. Ahl, CM
Supervisory Executive Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069619R100002
2. **ISSUANCE DATE:** May 11, 2019
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 24, 2019/12:00 p.m. noon African Central Time
4. **POSITION TITLE:** Basic Education Specialist (2 positions)
5. **MARKET VALUE:** 30,547,295 to 49,610,495 Rwandan Francs equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan for the U.S. government agencies in Rwanda. Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
7. **PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as outlined in the Statement of Duties.
8. **SECURITY LEVEL REQUIRED:** Facility Access / Employment Authorization
9. **STATEMENT OF DUTIES**

Basic Functions of Position

The Basic Education Specialist contributes to the management of activities in USAID/Rwanda's basic education portfolio. The Specialist is responsible for project and activity design, effective implementation, monitoring and reporting, as well as for policy dialogue and sector coordination with Government of Rwanda (GOR) officials, other USAID project managers and implementers, development partners and education stakeholders. In line with GOR and U.S. Government policy priorities, the Specialist will advance efforts that promote reading and improve learning in Rwanda's primary schools. Technical knowledge of literacy and early learning, the ability to establish productive working relationships with the Government of Rwanda, development partners, and other education stakeholders, and an ability to independently analyze activities in the education sector, identify opportunities and constraints, and propose a course of action is critical to this position.

The position is located in the Education Office of USAID/Rwanda and is under the supervision of the Education Office Director or his/her designee.

Major Duties and Responsibilities

A. Manage Basic Education Activities - 70% of time

1. Manages at least one early grade reading activity. Ensures that relevant investments in teacher training, materials development, assessment, community and family literacy activities, pre-primary efforts, and systems strengthening are implemented in a technically sound manner so as to result in improved learning outcomes in primary schools. Advises implementing partner(s) on working with the Government of Rwanda and liaises with government counterparts to institutionalize and ensure sustainability of USAID-funded literacy efforts. Activity management includes determining work priorities in consultation with the Education Office Director; making decisions on activity implementation; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound and cost-effective manner; conducting monitoring field visits and supporting financial tracking, cost capture, reporting, and monitoring and evaluation of performance; and assuring that activities are carried out in accordance with all applicable Mission and Agency directives.
2. Participates in and/or leads the Early Grade Reading Project Team. Attends Early Grade Reading Project meetings and supports Project presentations and deliverables.
3. Manages and/or contributes to the design of other early grade learning and other basic education activities, as appropriate.

B. Sector Coordination and Leadership - 15% of time

1. Develops and maintains sound working relationships with senior government officials at the Ministry of Education, including relevant departments of the Rwanda Education Board (REB), the University of Rwanda, College of Education (URCE), teacher training colleges, and other local organizations, as appropriate. Supports general sector coordination, as well as playing a specific role, as appropriate, co-chairing or participating in Rwanda Reads, technical working groups or task forces, and development partner coordination meetings with the GOR and other partners.
2. Represents USAID at public events (such as meetings, launches, and ceremonies), especially where the preferred language is Kinyarwanda. Attends or organizes education and early learning-related workshops and conferences in order to share and gather information, remain current on sector specific issues, and present USAID programs and policies to external audiences.
3. Remains abreast of other U.S. Government investments in the education sector, providing monitoring, support and coordination, as needed. Coordinates/liaises with the Mission's other technical teams and support offices to strengthen the effectiveness and reach of U.S. Government impact across sectors.

C. Reporting and Analysis - 15% of time

Drafts relevant sections of annual USAID planning and reporting documents such as the Operational Plan and Performance Plan and Report. Writes concise project and

activity status reports for a Mission management-level audience, Embassy leadership, and USAID/Washington. Contributes to regular financial and portfolio reviews, and performs in-depth analysis on various topics related to education and literacy in Rwanda in order to support Mission strategy review, reporting and development. Identifies opportunities and constraints for the Mission and USAID activities, and proposes a course of action. Undertakes other USAID reporting and analysis efforts, as needed.

10. AREA OF CONSIDERATION: Open to All Interested CCN (Cooperating Country National) Candidates.

AIDAR, Appendix J, 1. (b) Definitions:

“Cooperating country” means the country in which the employing USAID Mission is located.

“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.

NOTE: All applicants must reside in Rwanda and have the required work and/or residency permits to be eligible for consideration.

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

12. POINT OF CONTACT: Human Resource Office, e-mail kigalihr@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

- a. **Education:** A Bachelor’s degree in Education or International Development is required.
- b. **Prior Work Experience:** At least five years of progressively responsible experience in development assistance or early grade learning is required. Experience within other donor agencies or other development partner organization is also required and should include demonstrated analytical and organizational skills.
- c. **Post Entry Training:** On-the-job training will be provided by the Supervisor and Agency.
- d. **Language Proficiency:** Level IV (fluent) ability is required in written and spoken English. English proficiency will be tested.
- e. **Job Knowledge:** Understanding of Rwanda’s social, political and cultural characteristics and how to interact with key decision makers in the area of education. A thorough knowledge of Rwanda’s education system, development strategies and

priorities is required. Understanding of inclusive education and education for children with disabilities, Rwandan Disabled Persons' Organizations, and other contextual issues related to education for vulnerable and disadvantaged learners.

- f. **Skills and Abilities:** Ability to understand and analyze education sector issues based on reading, discussion and observation in order to provide written and oral recommendations, options and strategies. Must be able to develop and lead a rigorous monitoring and evaluation plan. The ability to compile, analyze, and present education data in a variety of formats (charts, graphs, etc.). Ability to organize workshops and performance monitoring reviews for different program stakeholders; Ability to conduct administrative, technical, and financial management of large-scale technical programs and provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner. The ability to deal with various program management and implementation issues; take initiative and manage time effectively to achieve results while working in a team context. Must be able to represent USAID in discussion and policy dialogue with government, donor and other education sector stakeholders; and prepare documents, budgets, and reports using MS Office software (Word, Excel, PowerPoint).

III. ELIGIBILITY AND EVALUATION FACTORS

The Evaluation Factors will be the basis for evaluating and ranking applicants who are eligible for consideration and meet the minimum qualifications. Eligible applicants will be scored based on the documentation provided with the application. The best-qualified among those applicants who meet the minimum qualifications will be short-listed applicants and invited to take an English proficiency test. Only the highest-ranked applicants will be interviewed.

1. BASIC ELIGIBILITY

The basic eligibility requirements for this position are:

- Authorized to work in Rwanda;
- Complete application submitted as outlined in the section IV;
- Eligible to attain clearance for Facility Access;
- Cleared medically to work at USAID/Rwanda;
- Available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Willing to travel to work sites and other offices as/when requested.

2. SELECTION PROCESS AND EVALUATION FACTORS

After the closing date for receipt of applications, those that meet the minimum qualification requirements will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be reviewed. The TEC will review and score the applications based on the evaluation factors. The best qualified applicants selected by the TEC will be invited to take an English Proficiency Test. Those who meet the Level IV English requirement will be invited for interview.

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, instructions will be provided regarding how to complete and submit the following forms.

1. *Pre-employment Medical Examination*
2. *Form for Non-Sensitive Positions*

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Health Insurance
 - b. Social Security insurance
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Maternity Leave
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Meal/Beverage Allowance
 - b. Miscellaneous Allowance
 - c. Housing Allowance
 - d. Transport Allowance
 - e. Family Allowance

VII. TAXES

The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Rwandan government.

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

USAID regulations and policies governing CCNPSC 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/sites/default/files/documents/1868/aidar_0.pdf

2. **Contract Cover Page** form **AID 309-1** available at <https://www.usaid.gov/forms>
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>

See: AAPD 18-05, AAPD 16-03, AAPD 06-08, AAPD 03-11

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>