



# USAID | NIGERIA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72062024R10010

**ISSUANCE DATE:** April 22, 2024

**CLOSING DATE/TIME:** Open until filled

**SUBJECT:** Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) USAID Project Management Specialist (Inclusive Education)

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), seeks offers from qualified persons to provide personal services under contract as described in this solicitation. USAID believes disability inclusion is essential to fostering a culture of innovation, collaboration, and success. Individuals with disabilities are strongly encouraged to apply.

USAID provides reasonable accommodations to applicants with disabilities. A reasonable accommodation is a modification or adjustment to a job, the work environment, or how things are customarily done that enables a qualified individual with a disability to apply for a job, perform job functions, and ensure equal benefits and privileges of employment. A reasonable accommodation may be requested for any part of the application or hiring process. Requests are considered on a case-by-case basis. If you need accommodation at any point in the employment process, please contact [abujahr@usaid.gov](mailto:abujahr@usaid.gov).

USAID is an Equal Employment Opportunity employer and does not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information. We encourage all eligible applicants of any of the above-mentioned groups to apply.

Offers must be per **Attachment 1** 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 preparing and submitting the offers.

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

Sincerely,

Janine A. Scott

**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.:** 72062024R10010
- 2. ISSUANCE DATE:** April 22, 2024
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** Open until filled.  
Applications will be reviewed every two weeks. Applicants are strongly encouraged to apply early. Once the position has been filled, the solicitation will be closed.
- 4. POINT OF CONTACT:** EXO/HR, e-mail at [abujahr@usaid.gov](mailto:abujahr@usaid.gov)
- 5. POSITION TITLE:** USAID Project Management Specialist (Inclusive Education)
- 6. MARKET VALUE:** **\$45,283 to \$70,183** equivalent to **FSN-11; 40 Hours per week** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of United States Mission, Nigeria (Effective September 10, 2023). Final compensation will be negotiated within the listed market value. Salary and allowances are denominated in US dollar and paid in Naira at the prevailing U.S. Embassy exchange rate. Continued US dollar denomination and payment of LE Staff compensation is subject to renewal and approval by the Secretary for Management via PID (public interest determination).
- 7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a June 2024.
- 8. PLACE OF PERFORMANCE:** Abuja, Nigeria with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Open to Cooperating Country Nationals (Nigerian Citizens and Permanent Residents).
- 10. SECURITY LEVEL REQUIRED:** CCNPSC Clearance.

**11. STATEMENT OF DUTIES**

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

The candidate will serve as a Project Management Specialist (PMS) (Inclusive Education) for select education within the USAID/Nigeria Education Office. The candidate will provide expertise in broad issues related to inclusive education, conflict in education, and education system strengthening. Once the candidate completes required USAID training, s/he will be given COR/AOR responsibilities. This may include management of a new inclusive education activity(ies) intended to provide education opportunities for the most marginalized children and youth in selected states in Nigeria and/or current activities in foundational learning and working with out-of-school children and youth.

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

### **A. PROGRAM/PROJECT LEADERSHIP AND MANAGEMENT (40%)**

The PMS (Inclusive Education) will perform the full range of program management functions including, inter alia, ensuring grantees/contractors meet the full objectives of their project descriptions or scopes of work, advising and participating in evaluations, ensuring program compliance with USAID policies, and that the content and objectives are consistent with the strategic priorities of the USAID Mission and the Nigerian Government. As part of her/his Contracting Officer Representative/Agreement Officer Representative (COR/AOR) responsibilities, s/he conducts site visits as an official USAID/Nigeria representative to monitor implementation and progress, to identify delays or difficulties requiring resolution, and proposes solutions for the resolution of such problems, which might include compliance with requirements for the approval of site selection or require solutions for specific social, political, or cultural concerns that impact program implementation. S/he also ensures that all official approvals are obtained from Government of Nigeria (GON) partners as required, as well as provides financial oversight of assigned implementation activities, including analysis of annual funding requirements, preparation, and analysis of budgets, authorizing and monitoring disbursements, coordinates and provides technical leadership during in-briefs and out-briefs for Short Term Technical Assistance on activities, close-outs, and property/inventory disposition etc. The incumbent may also serve as an Activity Manager for education and cross sector activities, as necessary. The incumbent will ensure that the principles of Diversity, Equity, Inclusion and Accessibility (DEIA) are mainstreamed in project/activity design, implementation, monitoring, and evaluation and that all implementing partners and stakeholders understand and respect the DEIA principles.

### **B. PROGRAM POLICY AND ANALYSIS & REPORTING (20%)**

The PMS (Inclusive Education) provides direction and support in the planning, development, design, management, and evaluation of activities, and will be responsible for participating in management of the education component of the Mission's portfolio. S/he will be involved in the review of proposals submitted to the Mission; selection of awardees; assist in the start-up of the new activities with the awardee; and, provide liaison roles for USAID with Universal Basic Education Commission, National Commission for Colleges of Education, Federal Ministry of Education, State Ministries of Education and States Primary Education Boards, and works with other Donors like the World Bank, FCDO, UNICEF, UNESCO on on-going management, monitoring and of evaluation USAID projects.

Working with the Education Monitoring and Evaluation specialist, the incumbent ensures that the indicators for measuring the impact of education activities are accurately tracked and are used to revise strategy as necessary. Coordinates with the Education Team leader and other Program Managers to ensure thoroughness and consistency of data submitted on activities for the annual report, Implementation Reviews, etc. Tracks policy developments, legislative

changes, technical developments in the field, etc., that affect USAID's activities and/or objectives regarding primary education, and advises the Education Team leader, other Program Managers, and other team members of these and of the appropriate USAID position regarding them.

Briefs local and visiting senior USAID officials and US Embassy staff, as required, on the implementation of assigned activities in relation to host-country programs and priorities.

**C. ACTIVITY DEVELOPMENT AND DESIGN (20%)**

The PMS (Inclusive Education) initiates and describes project ideas and initiatives in accordance with the education sector strategy, the current environment in Nigeria, the institutional capabilities and purposes of potential USAID recipients, resource availability and funding source. In collaboration with the Education Monitoring and Evaluation Specialist, identifies and uses research, as necessary, on social and economic factors pertaining to education in Nigeria for input to these documents. Contributes to the development of conceptual frameworks and formulates plans for required implementation documentation.

PMS (Inclusive Education) contributes technical expertise and creative ideas to other Teams in the Mission developing new interventions to support inclusive social and economic development of Nigeria. The incumbent explores ways and strategies for integration, identifying synergies and resource leveraging with other Mission Teams specifically regarding inclusive education for lasting impact and results.

**D. GENERAL USAID ADMINISTRATION (10%)**

Coordinates various actions related to assigned activities with a host of Nigerian senior government (GON) officials, donor community partners and civil society groups, S/he explains USAID procedures, responsibilities, objectives, and restrictions. These may include various federal and state officials, Ministers, Permanent Secretaries, Directors and Deputy Directors in the Federal and State level Ministry of Education, Universal Basic Education Commission & State Universal Basic Education Boards, State Agency for Mass Education and related education parastatals, colleagues in other donor organizations, NGO, and civil society groups, etc. Coordinates the participation of these officials in special meetings and events, especially with high-level visitors or Embassy representatives. Acts as liaison with senior leaders in Nigerian NGOs and the civil society community to cultivate and maintain support for the USAID education sector program.

Represents the Education Team in conferences, workshops, donor coordination subgroup/committees' meetings, FSN committee meetings, Donor Project Design and briefing meetings and other relevant meetings. Develops necessary documentation for presentations by the Education Team leader and other Program Managers, as well as other USAID/Nigeria senior staff as assigned.

**E. GENERAL EDUCATION TEAM ADMINISTRATION WORK (10%)**

S/he is responsible for management of assigned technical and administrative aspects of USAID/Nigeria's Education Program. Drafts reports, correspondence, cables, GLAAS/scopes of work, implementation Letters, Acquisition & Assistance plans, and accruals in collaboration with the Program Office and the Office of Financial Management, and any other necessary documents for the implementation of assigned activities. Negotiates the clearance and approval of documents necessary for proper implementation of activities. S/he is also responsible for contributing ideas/strategies and participating in the Education Team Meetings.

**3. Supervisory Relationship:** The incumbent will be supervised by the Education Office Director but liaises daily with other Education Managers and members of the team to ensure synergies.

**4. Supervisory Controls:** None

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

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

**a. Education:** Minimum of a Bachelor's Degree in Education or Education Management is required.

**b. Prior Work Experience:** Minimum of five years of progressively responsible experience in education program management or related work in managing inclusive education activities and programs is required. The years of work experience in fields should be related to education in Nigeria.

**c. Language Proficiency:** Level IV (fluency reading, speaking, and writing) in both English Language and one Nigerian local language (Hausa, Ibo, Yoruba etc.) is required

**d. Job Knowledge:** Knowledge of the major issues affecting inclusive education in all geographic regions in Nigeria, including technical, social and cultural aspects; knowledge of specific issues facing education in Northern Nigeria, such as conflict mitigation & countering violence in schools, girls' access to education, religious institutions, school-based management committees and parent-teacher associations, and education policy and curriculum implementation; and, familiarity with topics related to education reform, use of language of the environment and mother-tongue instruction, the promotion of Diversity/Equity/Inclusion/and Accessibility (DEIA) in education, financing, and systems strengthening is required.

**e. Skills and Expertise:** Demonstrable skills in decision-making and managing & overseeing implementation of education activities in Nigeria. Excellent oral & written communication skills, interpersonal & teamwork skills, especially in multicultural settings. The ability to demonstrate understanding of the principles of Diversity, Equity, Inclusion and Accessibility (DEIA) and how these principles will be implemented by the job holder in the performance of their duties.

### 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>.

Offerors that meet the minimum requirements, as outlined in this solicitation, will be evaluated, and ranked based on the following adjectival evaluation criteria and characteristics:

<b>EVALUATION CRITERIA / ADJECTIVE DEFINITION</b>	
<b>Exceptional</b>	<ul style="list-style-type: none"> <li>● A comprehensive and thorough application of exceptional merit.</li> <li>● Offeror meets and fully exceeds the Government expectations and presents a very low risk or no overall degree of risk of unsuccessful contract performance.</li> <li>● Strengths significantly outweigh any weaknesses that may exist.</li> </ul>
<b>Very Good</b>	<ul style="list-style-type: none"> <li>● An offeror demonstrating a strong grasp of the requirements of the position.</li> <li>● Offeror meets position requirements and presents a low risk of unsuccessful contract performance.</li> <li>● Strengths significantly outweigh any weaknesses that exist.</li> </ul>
<b>Satisfactory</b>	<ul style="list-style-type: none"> <li>● An offeror demonstrating a reasonably sound application and a good grasp of the position requirements.</li> <li>● Offeror meets position requirements and presents a moderate risk of unsuccessful contract performance.</li> <li>● Strengths outweigh weaknesses.</li> </ul>
<b>Marginal</b>	<ul style="list-style-type: none"> <li>● The offeror shows a limited understanding of the requirements.</li> <li>● Offeror meets some or most of the position requirements but presents a significant risk of unsuccessful contract performance.</li> <li>● Weaknesses equal or outweigh any strengths that exist.</li> </ul>
<b>Unsatisfactory</b>	<ul style="list-style-type: none"> <li>● The offeror does not meet the position requirements.</li> <li>● Presents an unacceptable degree of risk of unsuccessful contract performance.</li> <li>● Deficiencies and significant weaknesses demonstrate a lack of understanding of the Government’s needs.</li> <li>● Weaknesses and or deficiencies significantly outweigh any strengths that exist.</li> </ul>

The evaluation committee may conduct reference checks, including references from individuals specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Finalists will be invited for in-person interviews during the selection process. No response will be sent to unsuccessful offerors. USAID/Nigeria reserves the right to conduct interviews with the most highly ranked offerors and make the interview a deciding factor in selection.

#### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit the following:
  - a. **AID 309-2.** (Offeror Information for Personal Services Contracts with Individuals)
  - b. **Cover Letter/Letter of Interest**
  - c. **Current Resume**
  - d. **Copy of Degree Certificate**
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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

*By submitting your offer materials, you certify that all the information on and attached to the offer is true, correct, complete, and made in good faith. You agree to allow all information on and attached to the offer to be investigated.*

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (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 forms needed to obtain medical and security/facility access.

#### **VI. BENEFITS AND ALLOWANCES**

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

##### **BENEFITS:**

- a. Allowances
- b. Paid Leave (annual and sick leave)
- c. Health Insurance
- d. Annual Bonus

Additional information may be provided to the selected offeror at time of salary offer.

**VII. TAXES**

CCNPSCs are responsible for filing and paying local income taxes, consistent with Nigerian law.

**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](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>. 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	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: SC/620-MAARD-0016-3-24002/DV/21/22/620-M/1130007/1210601/7221/221021	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/OGES%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](mailto:PSCOmbudsman@usaid.gov).

**6. FAR Provisions Incorporated by Reference**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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