Solicitation for Cooperating Country National (CCN) Personal Services Contract (PSC)  
Project Development Specialist – Gender & Youth (FSN -11)

I. GENERAL INFORMATION

1. SOLICITATION NO: 72066820R00009
2. ISSUANCE DATE: February 24, 2020
3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS: March 13, 2020 before 12:00 PM
4. POSITION TITLE: Project Development Specialist (Gender & Youth)
5. MARKET VALUE: FSN-11, ($36,843 - $55,263) per annum  
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/ South Sudan. Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE: 5 Years. The services provided under this contract is expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds.
7. PLACE OF PERFORMANCE: US Embassy, Kololo Road
8. SECURITY LEVEL REQUIRED: RSO Certification/Facility Access
9. BASIC FUNCTIONS:

The incumbent serves as the Mission’s senior advisor for gender, youth and inclusive development and as the Program Office’s Project Design subject matter expert. S/he is responsible for strengthening the capacity of USAID Mission staff, implementing partners, and interagency constituents to implement key inclusive development policies such as the Agency’s Gender Equality and Female Empowerment and Youth and Development Policies, as well as other Agency policies associated with inclusive development. S/he also guides technical teams through the project and activity design process, ensuring adherence to ADS 201 and the use of evidence to inform design decisions. S/he plays a key role in the formulation, implementation, management and results reporting of USAID/South Sudan’s development assistance portfolio.

Major Duties and responsibilities:

I. Gender, Youth and Inclusive Development Point of Contact—50%

The incumbent serves as the Mission’s gender and inclusive development senior advisor, ensuring the Mission’s adherence to the Agency’s Gender Equality and Women’s Empowerment Policy, Youth in Development Policy and other policies related to inclusive development. S/he oversees the integration of gender equality and female empowerment, youth persons with disabilities, and other key population-specific indicators in the Mission’s strategies, projects, and activities. S/he ensures indicators are disaggregated by sex and age and reported upon in the Performance Plan and Report (PPR), the semi-annual Portfolio Reviews, and other Agency data calls to gauge progress in the Mission’s efforts to address gender, youth and demographic disparities in programming. S/he engages broadly in the Mission on gender and youth issues, including chairing the Gender Working Group. Lastly, s/he serves as a liaison between the USAID/South Sudan and USAID/Washington, and represents USAID in interagency as well as donor coordination groups. S/he drafts success stories relevant to gender due to USAID programming.

II. Strategy and Project Design—25%

The incumbent supports technical office staff to develop new project/activity designs from conceptualization to approval. S/he also manages design tasks, monitors progress of the entire design effort and oversees the editing/packaging the final documents for Mission review and approval. The incumbent organizes and participates in Mission-wide reviews of the proposed activities, recording the main concerns and issues raised at the review and documenting outcomes, decisions, and follow-up as necessary.

The incumbent is responsible for supporting USAID’s efforts to operationalize gender equality and female empowerment, youth in development and other inclusive development policies throughout all programs. This includes identifying and promoting promising interventions that advance women’s economic and political participation at the local, national and regional levels; identifying and promoting promising interventions on working with men and boys to promote gender, youth and inclusive development and reduce gender-based violence; identifying and promoting promising interventions that empower young people and ensure marginalized populations are included in USAID programs.
Monitoring, Evaluation—25%

The incumbent serves as a key resource in the Mission for M&E. The role involves technical mastery of the subject as well as entails a customer service approach as s/he must engage frequently with CORS, AORs, implementing partners and other Mission staff to ensure they understand how to effectively monitor and evaluate USAID investments—particularly related to inclusive development and women’s empowerment. S/he must be pro-active in her/his approach as often as possible provide M&E support that does not overburden technical teams.

**Monitoring**: The incumbent works with COR/AORs, implementing partners, and others to ensure that activity work plans and monitoring plans include relevant performance measures for gender, youth, disabilities and other key populations that provide an accurate picture of the realities on the ground to allow the Mission to gauge implementation. S/he advises and trains Mission staff to define measurable indicators and targets for inclusive development and travels to the field to help monitor and evaluate USAID programs.

**Evaluation**: The incumbent is in charge of designing and implementing all required inclusive development analyses (gender, youth, persons with disabilities, etc.) for strategy, project and activity designs and integrates the findings into Project Appraisal Documents (PADs) solicitations, and activity MEL plans. Such studies and research may be cross-cutting and include substantive and often sensitive Mission topics. The incumbent supports the Senior M&E Specialist to develop and maintain the Mission Evaluation Plan and assists CORs, AORs, and other Mission staff with planning, designing and implementing their respective M&E Plans. S/he also serves as COR or backstop COR for Mission evaluations, assessments and other learning activities.

**Reporting**: The incumbent is critical in reporting USAID performance to a wider audience. In addition to inputting data and developing narratives for the PPR, the incumbent is responsible for coordinating reviewing and disseminating reports as well as contributing information to fact sheets and drafting responses to requests for information originating from the Embassy, USAID Front Office, and/or USAID Washington. The incumbent communicates directly with Gender and Youth Senior Advisors in Washington DC.

10. **AREA OF CONSIDERATION**: Cooperating Country Nationals (CCNs) applicants. Cooperating country national means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.

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

12. **POINT OF CONTACT**: jubahr@usaid.gov

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

**Education**: Master’s degree in a field relevant to development assistance, such as political science, humanities, demography, statistics, sociology, anthropology. An advance degree in one of the above areas, or other additional professional training related to the function is desired.

**Prior Work Experience**: Seven years of progressively responsible experience in project design, monitoring, evaluation, project design, program planning, budgeting, management, or a related field is required.
Language Proficiency: Level VI English fluency is required; local dialect(s) proficiency is an advantage.

Job Knowledge: The incumbent must have thorough knowledge of demographic analysis methodologies (youth, gender), as well as gender and youth inequality issues in South Sudan. The incumbent must also be skilled in project monitoring and evaluation methodologies, and some knowledge in planning and budget processes. The incumbent should have a strong understanding of the Government of South Sudan and other donors’ gender and youth-related policies and priorities. A thorough knowledge of South Sudan’s economic, political, social and cultural characteristics and the history of development assistance in South Sudan is also required.

Skills and Abilities: The incumbent must have strong analytical and conceptual skills to identify wide-ranging key program budget and operational issues and establish and maintain an extensive range of contacts with senior and key officials within the UN, donor communities and the Government of South Sudan. S/he must be about to work effectively with implementing partners and provide excellent customer service, work effectively in a team environment, and coordinate well with others. The work requires excellent communications and computer skills, in order to develop presentations, reports, etc. Diplomacy, tact, cultural sensitivity, and team participation are required, in order to establish and maintain effective working relationships within USAID/South Sudan, its partners, and the broader USG Mission. Excellent organizational skills and the ability to multi-task and stay organized in a complex, frequently changing environment are required. Demonstrated advanced analytical skills and problem solving, is required, as well as the ability effectively manage stress and conflict.

EVALUATION AND SELECTION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application and the following evaluation factors.

EDUCATION (10%): Master’s degree in a field relevant to development assistance, such as political science, humanities, demography, statistics, sociology, anthropology. An advances degree in one of the above areas, or other additional professional training related to the function is desired.

EXPERIENCE (20%): Seven years of progressively responsible experience in project design, monitoring, evaluation, project design, program planning, budgeting, management, or a related field is required.

LANGUAGE (20%): Level VI English fluency is required; local dialect(s) proficiency is an advantage.

KNOWLEDGE, SKILLS AND ABILITIES (50%): The incumbent must have thorough knowledge of demographic analysis methodologies (youth, gender), as well as gender and youth inequality issues in South Sudan. The incumbent must also be skilled in project monitoring and evaluation methodologies, and some knowledge in planning and budget processes. The incumbent should have a strong understanding of the Government of South Sudan and other donors’ gender and youth-related policies and priorities. A thorough knowledge of South Sudan’s economic,
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PRESENTING AN OFFER

a) Eligible Offerors are required to complete and submit the offer form:
   - Cover Letter of Interest
   - An up-to-date Resume/C.V.
   - USAID Application Form (to be filled out completely). The Application form is available for download from the internet https://ss.usembassy.gov/embassy/jobs/

b) 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.

c) To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

III. LIST OF REQUIRED FORMS FOR PSC HIRES

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

1. Medical History and Examination Form (Department of State Forms)
2. Security Questionnaire for Locally Employed staff
3. Finger Print Card (FD-258)

IV. BENEFITS(ALLOWANCES)

As a matter of policy, and as appropriate, a PSC is normally authorized in accordance with Mission policy and local labor law.

V. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs
USAID regulations and policies governing CCN PSC awards are available at these sources:


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

**EQUAL EMPLOYMENT OPPORTUNITY:**

*The U.S. Mission in South Sudan 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.*

**END OF SOLICITATION**