



# USAID | ECUADOR

FROM THE AMERICAN PEOPLE

**Staff Notice 2012-02**  
**June 4, 2012**

**FROM:** Susan Cheung, Supervisory Regional Executive Officer 

**OPEN TO:** Qualified U. S. Citizens interested in providing Personal Services Contract (PSC) services

**SUBJECT:** Solicitation for a Resident Hire U.S. Personal Services Contract for a Monitoring, Evaluation and Reporting Specialist

**POSITION:** Monitoring, Evaluation and Reporting Specialist

**OPENING DATE:** June 4, 2012

**CLOSING DATE:** June 26, 2012, 5:00 pm (Quito time)

**WORK HOURS:** 30-40 hours per week

**SALARY:** GS-12 equivalent (\$60,274 - \$78,355). 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. Final compensation will be negotiated within the market value based upon the successful candidate's salary history and work experience, and educational background.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U. S. Citizens interested in providing Personal Services Contract (PSC) services as described in the Solicitation below.

Submittals shall be in accordance with the time and place specified above. Applicants are encouraged to retain copies of all documents/enclosures that accompany their application.

Point of contact: Any questions on this solicitation may be directed to Ms. Mireya Matute.

All applications materials should be submitted to:

Ms. Mireya Matute, Acquisition Assistant  
USAID/Ecuador  
Av. Avigiras E12-170 y Eloy Alfaro  
Telephone: 593-2-398-5418  
Fax: 593-2-398-5520  
Email address: [mmatute@usaid.gov](mailto:mmatute@usaid.gov)

**U.S. Resident Hire PSC  
Monitoring, Evaluation and Reporting Specialist  
USAID/Ecuador**

1. **SOLICITATION NUMBER:** SOL-518-12-000006
2. **ISSUANCE DATE:** June 4, 2012
3. **CLOSING DATE:** June 26 2012, 5:00 pm (Quito time)
4. **POSITION TITLE:** Monitoring, Evaluation and Reporting Specialist
5. **SALARY:** GS-12 equivalent (\$60,274 - \$78,355). 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. Final compensation will be negotiated within the market value based upon the successful candidate's salary history and work experience, and educational background.
6. **PERIOD OF PERFORMANCE:** An initial one year Personal Services Contract with possibility for extension based on continued need for the services and available funding. Level of effort is part-time/full time (30-40 hours per week).
7. **PLACE OF PERFORMANCE:** Quito, Ecuador
8. **OFFICE:** Strategic Development Office (SDO)
9. **SECURITY ACCESS:** Secret clearance from USAID and medical clearance
10. **OPEN TO:** US Citizens only (as further defined in footnote No. 1)
11. **START DATE:** On or about September 17, 2012, once necessary clearances are obtained.

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1. "Resident Hire" means a U.S. Citizen who, at the time of hire as a PSC, resides in the cooperating country: (i) as a spouse or dependent 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 for repatriation to the United States; A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

## **12. MAJOR DUTIES AND RESPONSIBILITIES:**

### **a. Background:**

During the past 50 years, the United States Agency for International Development (USAID) has supported Ecuador in areas such as education, health, environment, agriculture, micro-enterprise, and others. As Ecuador's capacity to provide for its own development has strengthened, USAID has focused its support in priority areas where small investments can catalyze larger impacts. In the coming years, USAID/Ecuador's assistance program will focus largely on the environment, specifically biodiversity and global climate change. A new strategy with this focus is currently being developed. In addition, USAID/Ecuador has programs for economic and social development of its northern border areas; supports local governments and civil society participation in democratic processes; and promotes trade, investment and private sector economic competitiveness.

USAID is seeking the services of a Monitoring, Evaluation and Reporting Specialist to work in the Strategic Development Office (SDO) to carry out critical monitoring, evaluation, data analysis and reporting functions.

### **b. Basic Function of Position:**

The Monitoring, Evaluation, and Reporting Specialist will serve as the key source for extracting, analyzing, and summarizing performance information and will be the English-language reporting person in USAID/Ecuador. S/He will lead performance data analysis, results reporting, and development of the Mission's English-language reporting documents.

### **c. Duties and responsibilities of the position:**

The Monitoring, Evaluation, and Reporting Specialist will be the Program Office focal point for Mission M&E reporting and will be responsible for ensuring that Mission systems and policies are in place (or established where needed) and adhered to by the appropriate technical teams and implementing partners. This will include the following specific duties:

#### **1. Lead Program Monitoring and Evaluation (75%)**

- Establish and manage a Mission-wide performance monitoring and evaluation system across all technical areas;
- Provide guidance to technical teams in the development and updating of performance management plans (PMPs). Technical guidance includes, but is not limited to, assistance in selecting indicators, verifying their consistency, creating indicator reference sheets, determining who should collect indicator data, and how often, and ensuring that performance data permits routine monitoring as well as evaluations at the end of programs;
- Create and manage performance tracking systems that provide performance data needed for day-to-day program management in addition to information needed to inform future project designs and strategic decisions;

- Perform data analysis of results, including extraction, analysis, and summary. Present Mission results in technical, high-quality English for Mission reports.
  - Ensure that teams have conducted requisite data quality assessments and are accurately reporting on results;
  - Lead evaluation budgeting and planning to ensure Mission compliance with USAID's Evaluation Policy and other Agency policy and guidance relevant to monitoring and evaluation;
  - Lead development of evaluation statements of work to ensure that evaluations provide high-quality findings, conclusions, and recommendations. Ensure that projects receive mid-term assessments and final evaluations as appropriate;
  - Serve as point of contact for external evaluations of USAID programs or projects. Manage evaluation service providers in order to ensure timely and high-quality deliverables such as work plans, interim reports, final reports, and presentations of findings.
  - Represent the Mission when liaising with technical-level contacts within the donor community and other USAID Missions on the latest developments in the M&E field;
  - Maintain familiarity with current literature and best practices in strategic information relevant to international development M&E, especially in regard to data gathering/ validation; trend monitoring and reporting; and implementation of performance and impact evaluations;
  - Compile and maintain a library of M&E related documents including sample statements of work, indicators, how-to guides, suggested indicators, and indicator reference sheets.
  - Conduct other M&E tasks as appropriate.
2. Knowledge Management and Reporting (25%)
- Lead knowledge management and learning efforts within the Mission. Knowledge management includes all Mission efforts to cultivate and store experiences, insights and understanding to facilitate organizational learning and effectiveness. The knowledge may reside in USAID staff, implementing partners or beneficiaries. This knowledge may be embodied in individuals or embedded in processes or practices;
  - Lead efforts to ensure that monitoring data transcends "bean counting" and is harnessed to allow USAID to learn from mistakes and successes. This may require creation of databases, or other systems to collect information. It will likely also require creation of systems and processes that ensure USAID staff and partners share information across traditional technical boundaries.

- In coordination with the Mission's Development Outreach and Communications Specialist DOC, ensure that technical monitoring and evaluation data are translated into accessible success stories to capture Mission results;
- Lead Mission response to information inquiries from USAID/Washington and other Embassy sections. Coordinate as needed with technical teams and other Embassy sections to ensure timely and accurate responses;
- Assist in the compilation and editing of English-language documents and reports including annual Performance Plan and Report, Operational Plan, Congressional Budget Justification, Congressional Notification(s), and project and program summary sheets. Editing will ensure not only correct spelling, syntax, consistency of terminology and tone, etc., but will also ensure that all relevant sources of data have been included and that USAID performance data is presented in a way that is comprehensible and useful to both internal USG audiences and non-experts from Congress to the public;
- Conduct other knowledge management and reporting tasks as assigned.

**d. Supervision and Authority**

The ME&R Specialist will report to the Assistant Mission Director. The Assistant Director will provide overall strategic guidance for the Mission's development goals, but the ME&R Specialist will be responsible for planning his/her own work, meeting the requirements of the USAID Evaluation Policy, and working with technical teams to ensure timely, accurate reporting.

While the ME&R Specialist will not directly supervise staff, s/he will be called upon to collaborate with USAID staff to ensure strong performance reporting and learning in order to achieve the Mission's development goals. S/he will not have supervisory responsibilities or manage projects. S/he may occasionally "task" USAID staff with assistance in preparing inputs for monitoring, evaluation, or reporting products. The ME&R Specialist will also provide guidance and advice to USAID staff and partners to ensure implementation of USAID's evaluation policy. The ME&R Specialist will work with USAID implementing partners on monitoring and evaluation-related tasks but will not be in charge of the overall USAID-contractor relationship. S/he may serve as the point of contact for third-party evaluators or other service providers such as translators.

The ME&R Specialist will have no authority to make commitments of U.S. Government financial, technical, or personnel resources. S/he may occasionally serve as Acting Program Officer for limited periods of time.

### **13. QUALIFICATIONS**

#### **a. Education**

A Master's degree (or higher) in communications, journalism, economics, or a development-relevant field is required. An additional two years of relevant experience (as described below) may substitute for a Master's degree for candidates who hold a Bachelor's degree.

#### **b. Experience**

For candidates with a Master's degree or higher, a minimum of four years of cumulative experience in communications, monitoring and evaluation or related experience is required. For candidates with a Bachelor's degree, a minimum of six years of cumulative experience in communications, monitoring and evaluation or related area is required. Experience should include writing/communications, drafting reports and planning documents. Communications, monitoring and evaluation experience in a development-related field is highly desirable. Familiarity with USG and USAID policy, program, and evaluation documentation requirements is strongly preferred.

#### **c. Language**

Native fluency in English is required. Outstanding writing and oral communication skills are required. Applicants are requested to submit a writing sample in English that demonstrates ability to analyze and draw logical conclusions based on analytical findings. Applicants will be asked to edit a document as part of the selection process. Proficiency in Spanish equivalent to a Foreign Service Institute level 3/3 (or higher) is required.

#### **d. Other skills/abilities**

Strong interpersonal and communication skills, including the ability to work effectively with superiors, subordinates, colleagues, and partners are required, as well as maturity, objectivity, initiative, resourcefulness, adaptability and sound professional judgment. The ability to draft planning documents, reports, scopes of work, letters, etc. is required. The ability to edit and present information in a concise and understandable format is also required.

Strong computer skills required, including the ability to easily function and create original working tools in Microsoft Word, Excel and other programs. The candidate must have strong skills in data analysis and written presentations for diverse audiences.

The incumbent must have the ability to obtain and keep a Secret security clearance and a medical clearance.

#### **e. Residency**

Must be a resident in Quito, Ecuador, and should be able to travel throughout Ecuador on a limited basis.

**f. Availability**

Successful candidate should be available to start in position as soon as medical and security clearances are obtained.

**14. SELECTION CRITERIA**

All applications will be evaluated and scored based on the responses and documentation submitted with the application. The following factors are listed and will be the basis for the evaluation of all applications:

**a. Education (10 points):**

A Master's degree (or higher) in communications, journalism, economics, or other development-relevant field is required. An additional two years of relevant experience (as described below) may substitute for a Master's degree for candidates who hold a Bachelor's degree.

**b. Experience (40 points):**

For candidates with a Master's degree or higher, a minimum of four years of cumulative experience in communications, monitoring and evaluation is required. For candidates with a Bachelor's degree, a minimum of six years of cumulative experience in communications, monitoring and evaluation is required. Experience should include writing/communications, drafting reports and planning documents. Communications, monitoring and evaluation experience in a development-related field is highly desirable. This experience should include writing quarterly reports, project success stories, final reports, and other reporting tasks.

**c. Skills/abilities (50 points):**

Excellent interpersonal, communication and analytical skills are required. Excellent writing and editing ability is the most important skill for this position. Requires the ability to draft planning documents, reports, scopes of work, letters, etc. and skills in editing and presenting information in a concise and understandable format. Strong computer skills required, including the ability to easily function and create original working tools in Microsoft Word, Excel and other programs. Strong skills in data analysis and written presentation for diverse audiences required.

Knowledge of M&E systems and procedures, particularly as they relate to USAID reporting; data collection and information sharing; database systems; basic development practices; and knowledge of the development challenges and historical context for Ecuador.

**Total Possible Application Points: 100**

Consideration and selection will be based on a panel review of the applications against the Selection Criteria. The most qualified applicants selected from the evaluation criteria listed above will be interviewed by phone or in person. USAID will not pay for any expenses associated with the interviews.

Professional references and academic credentials will be requested and evaluated for applicants being considered for selection and references and contact information should be provided in the application. Please note that not all applicants will be interviewed or contacted.

**15. POSITION ELEMENTS:**

**a. Supervision:**

The incumbent will report to the Assistant Mission Director.

**b. Available Guidelines:**

The Assistant Director will provide overall strategic guidance for the Mission's development goals, but the ME&R Specialist will be responsible for planning his/her own work, meeting the requirements of the USAID Evaluation Policy, and working with technical teams to ensure timely, accurate reporting.

**c. Authority to Make Commitments:**

No authority to make commitments of U.S. Government financial, technical or personnel resources is required. S/he may occasionally serve as Acting Program Officer for limited periods of time.

**d. Supervision Exercised:**

The ME&R Specialist will not directly supervise staff, but s/he will be called upon to collaborate with USAID staff to ensure strong performance reporting and learning in order to achieve the Mission's development goals. S/he will not have supervisory responsibilities or manage projects. S/he may occasionally "task" USAID staff with assistance in preparing inputs for monitoring, evaluation, or reporting products.

**e. Training:**

The ME&R Specialist should attend the Evaluation for Evaluation Specialists training course if s/he has not already done so.

**16. TO APPLY:**

Qualified individuals are requested to submit a U.S. Government Optional Form 612. This form is available at the USAID website, <http://www.usaid.gov/forms/>

The OF-612 shall be submitted by fax, e-mail courier or hand delivery by the closing date. To ensure the consideration of your applications, please reference the solicitation number on your application and as a subject line in any cover letter.

**17. CONTRACTING INFORMATION BULLETINS PERTAINING TO PSCs:**

CIB/ AAPD No.	Title / Issued Date	Subject Category	File Name & PDF Link
AAPD 10-03 <b>Amendment 1</b>	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs -- 08/22/11	Personal Services Contracts	<a href="#">AAPD 10-03 Amendment 1 96.72 KB</a>
AAPD 10-03	AIDAR, APPENDIX D: IMPLEMENTING BENEFITS FOR SAME-SEX DOMESTIC PARTNERS OF USPSCs -- 04/12/10	Personal Services Contracts	<a href="#">AAPD 10-03 69KB</a>
AAPD 10-02	Exceptions to FAR Requirements for Central Contractor Registration And Masking Contractor-Specific Data Elements in FPDS-NG--SBU -- 01/08/10	Acquisition Management Personal Services Contracts  <b>NOTE: Not Available for public distribution. Inquiries may be directed to <a href="#">M.OAA POLICY MAILBOX (USAID)</a></b>	<b>See Note</b>
AAPD 10-01	PERSONAL SERVICES CONTRACTS -- CHANGES IN USG REIMBURSEMENT AMOUNTS FOR HEALTH INSURANCE AND PHYSICAL EXAMINATION COSTS -- 01/08/10	Personal Services Contracts	<a href="#">AAPD 10-01 47KB</a>
AAPD 06-12	Homeland Security Presidential Directive-12 (HSPD-12) Implementation -- 10/17/06	Assistance Personal Services Contracts	<a href="#">AAPD 06-12 96KB</a>
AAPD 06-11	Home Leave and Revised General Provision 5, Leave and Holidays (AUGUST 2006) -- 09/12/06	Personal Services Contracts	<a href="#">AAPD 06-11 215KB</a>
AAPD 06-10	PSC MEDICAL EXPENSE PAYMENT RESPONSIBILITY -- October 30, 2006	Personal Services Contracts	<a href="#">AAPD 06-10 79.7KB</a>
AAPD 06-09	AIDAR, APPENDIX J: ORDER OF PREFERENCE FOR HIRING COOPERATING COUNTRY NATIONALS (CCNs) AND THIRD COUNTRY NATIONALS (TCNs) -- JUNE 23, 2006	Personal Services Contracts	<a href="#">AAPD 06-09 39KB</a>
AAPD 06-08	AIDAR, APPENDICES D AND J: USING THE OPTIONAL SCHEDULE TO INCREMENTALLY FUND CONTRACTS-- JUNE 23, 2006	Personal Services Contracts	<a href="#">AAPD 06-08 64KB</a>
AAPD 06-07	AIDAR, APPENDIX D: CONTRACT BUDGET, SALARY DETERMINATION AND SALARY INCREASES -- 05/19/06	Personal Services Contracts	<a href="#">AAPD 06-07 193KB</a>

AAPD 05-02	Clarification of Policy for Personal Services Contracts with Anticipated Contract Performance Periods Exceeding Five (5) Years -- 03/10/05	Personal Services Contracts	<a href="#">AAPD 05-02 332KB</a>
AAPD 04-15	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/15/04	Personal Services Contracts	<a href="#">AAPD 04-15 332KB</a>
AAPD 04-15 Amendment 1	CASH AWARDS FOR USPSCs AND TCNPSCs -- 10/01/08	Personal Services Contracts	<a href="#">AAPD 04-15 Amendment 1 43KB</a>
AAPD 04-13	Revised Procedures Allowing for Classification of U.S. Personal Services Contracts Positions Up to the GS-15 Equivalent -- 09/21/04	Personal Services Contracts	<a href="#">AAPD 04-13 354KB</a>
AAPD 03-11	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan - 12/02/03	PSC	<a href="#">AAPD 03-11 276KB</a>
AAPD 03-07 Revised	Instructions to Contracting/Agreement Officers on their Role in the Debt Collection Process -- 09/30/04	Acquisition Management Assistance PSC Miscellaneous	<a href="#">AAPD 03-07 206KB</a>
CIB 01-10	Revision of Medical Clearance Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/31/01	Personal Services Contracts	<a href="#">CIB 01-10 2.6 MB</a>
CIB 01-09	Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens for Support of HIV/AIDS and Infectious Disease Initiatives -- 03/30/01	Personal Services Contracts	<a href="#">CIB 01-09 11K</a>
CIB 01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs) -- 03/23/01	Personal Services Contracts	<a href="#">CIB 01-07 3K</a>
CIB 01-05	Clarification of the Rest and Recuperation (R&R) Policy Regarding Third Country Nationals (TCNs) - 03/2001	Personal Services Contracts	<a href="#">CIB 01-05 3K</a>
CIB 00-08S	Revision of Competitive Process-Personal Services Contracts ("PSCs") with U.S. Citizens -- 03/00	Personal Services Contracts	<a href="#">CIB 00-08S 64KB</a>
CIB 00-08	Revision of Competitive Process - Personal Services Contracts ("PSCs") with U.S. Citizens -- 10/00	Personal Services Contracts	<a href="#">CIB 00-08 88KB</a>
CIB 00-03	00 FICA & Medicare Tax Rates for Personal Services Contracts (PSCs) -- 01/00	Personal Services Contracts	<a href="#">CIB 00-03 36KB</a>
CIB 99-22	PSC Policy -- 10/99	Personal Services Contracts	<a href="#">CIB 99-22 67.5KB</a>
CIB 99-15	Changes to AIDAR Concerning Resident Hires and Deviations -- 08/99	Personal Services Contracts	<a href="#">CIB 99-15 51.2KB</a>
CIB 98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements - 12/98	Acquisition Management Personal Services Contracts	<a href="#">CIB 98-23 70.9KB</a>
CIB 98-14	Change in Required Application Form for USPSCs -- 05/98	Personal Services Contracts	<a href="#">CIB 98-14 58.9KB</a>
CIB 98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs -- 04/98	Personal Services Contracts	<a href="#">CIB 98-12 56.3KB</a>

CIB 98-11	Determining a Market Value for Personal Services Contractors Hired Under Appendix D, Handbook 14 -- 04/98	Personal Services Contracts	<a href="#">CIB 98-11 104KB</a>
CIB 97-19	Advertising for Short-Term Personal Services -- 08/97	Personal Services Contracts	<a href="#">CIB 97-19 46.6KB</a>
CIB 97-17	PSC's with U.S. Citizens or U.S. Resident Aliens -- 07/97	Personal Services Contracts	<a href="#">CIB 97-17 75.6KB</a>
CIB 97-16	Class Justification for Use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less -- 07/97	Personal Services Contracts	<a href="#">CIB 97-16 63.6KB</a>
CIB 96-23	Unauthorized Provision in Personal Services Contracts -- 09/96	Personal Services Contracts	<a href="#">CIB 96-23 50.7KB</a>
CIB 94-09	Sunday Pay for U.S. Personal Services Contractors (PSCs)-- 1994	Personal Services Contracts	<a href="#">CIB 94-09 47KB</a>
CIB 93-17	Financial Disclosure Requirements under a Personal Services Contract (PSC) -- 11/93	Personal Services Contracts	<a href="#">CIB 93-17 98KB</a>
CIB 89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles -- 11/89	Personal Service Contractors	<a href="#">CIB 89-29 65.7KB</a>

**18. LIST OF REQUIRED FORMS:**

For initial consideration:

OF-612. You may attach a resume or CV.

Upon advice by the Regional Executive Officer that the applicant is successful, the following forms will be needed:

1. Contractor Employee Biographical Data Sheet (AID 1420-17)
2. Contractor Physical Examination Form (DS 1843) or copy of current valid medical clearance.

If you decide to submit an application, it should be received no later than the closing date and time indicated in this solicitation and directed to the person specified in the first page of this document.

E-mail submission is acceptable. However, it is the individual's responsibility to ensure all documentation is received on time and is complete.

Any questions concerning this announcement must be submitted in writing to Mireya Matute, via e-mail at [mmatute@usaid.gov](mailto:mmatute@usaid.gov) (phone 593-2-398-5418).

**Clearances:**

EXO: Maria Eulalia Dueñas	<u>(by email)</u>	Date:	<u>(05/23/12)</u>
FMO: Maria Cristina Laso	<u>(by email)</u>	Date:	<u>(05/23/12)</u>
SDO: Christopher Saenger	<u>(by email)</u>	Date:	<u>(05/21/12)</u>
SDO: Jeannie Friedmann	<u>(by email)</u>	Date:	<u>(05/31/12)</u>
OAA: Luisa Alvarado	<u>(by email)</u>	Date:	<u>(05/25/12)</u>

Drafted by OAA: MMatute