I. GENERAL INFORMATION

1. SOLICITATION NO: VA-669-22-00009

2. ISSUANCE DATE: May 11, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: June 1, 2022, 11:59 pm Local Time, Monrovia, Liberia

4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov

5. POSITION TITLE: Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL])

6. MARKET VALUE: USD $ 35,104 – 56,160 FSN- 10
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment.

7. PERIOD OF PERFORMANCE: This contract will be for up to five years depending on programmatic needs, funding availability, and satisfactory performance. This is considered a permanent position and employment under any contract issued under this solicitation is of a continuing nature. Its duration is expected to be part of a series of sequential contracts; all contract clauses, provisions, and regulatory requirements concerning availability of funds and the specific duration of the contract shall apply.

8. PLACE OF PERFORMANCE: Monrovia, Liberia.

9. ELIGIBLE OFFERORS: Individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Current employees serving a probationary period with the mission are not eligible to apply.

10. SECURITY LEVEL REQUIRED: Facility access.

11. STATEMENT OF DUTIES

Basic Function of Position

The USAID Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL])
Evaluation, and Learning [SI/MEL]) position sits within the USAID Liberia Health Office, Service Delivery Team, and supports the development of and reporting on PEPFAR strategic information and monitoring, evaluation, and learning systems in support of Contracting/Agreement Officer’s Representatives (C/AORs), Activity Managers and Advisors managing Mission PEPFAR programs/projects/activities as well as the interagency PEPFAR team.

The SI Specialist provides technical expertise for program monitoring and evaluation; data collection, use and analysis of large complex data sources; and surveillance and health informatics analysis and visualization for the USAID Mission, the broader PEPFAR inter-agency and host country stakeholders. He/she serves as the coordinator for meeting key reporting timelines related to the interagency Liberia PEPFAR program. The incumbent will be responsible for reporting on progress toward achieving PEPFAR targets as well as translating strategic information into improved PEPFAR programming, responsive service delivery and providing accountability for use of PEPFAR resources. S/He will coordinate data collection across the implementing agencies for all PEPFAR data streams, including performance indicators, site improvement through Monitoring System (SIMS) results, and expenditure analysis data.

The job holder guides USAID Implementing Partners (IP) and collaborates with development partner stakeholders and host country counterparts on mutually identified critical operational research and/or targeted public health evaluation questions; provides assistance in development of strategies and protocols to address those questions; and helps disseminate findings to the broader community within USG, development partners and host country stakeholders. The incumbent may be expected to perform work-related travel.

**Major Duties and Responsibilities**

**A. Program/Project/Activity Performance Management and Reporting (50%)**

- Responds to strategic information inquiries; gathers and compiles regular updates for OGAC, PEPFAR West Africa Region, USAID/Washington; assists CORs/AORs/Activity Managers by interfacing directly with implementing partners on data reported to USAID, the interagency and/or to the Government of Liberia (GOL).
- Addresses program-related vulnerabilities; and shares pertinent information on other development partner programs. S/he conducts regular site visits to review and provide feedback on program implementation, this may include meeting with beneficiaries.
- Provides technical guidance to Health Office, Mission staff, IPs, and other USG agencies on MEL concepts, processes, design, training, and best practices. Provides guidance to IPs in understanding of the Performance Monitoring Plan systems, and their role in the process, and advises on specific measurement techniques appropriate for their programs/projects/activities.
- Provides technical strategic information (SI) and monitoring and evaluation (M&E) expertise to the Program Office, USAID/Washington, and other USG agencies in order to plan and manage Health Office responsibilities related to the PMP, including collection,
assessment of validity, and improving data quality. Develops innovative and cross-cutting monitoring tools, including Data Quality Assessment and Improvement (DQA/I) tools in coordination with the Program Office and SI/MEL contractors; tracks and maintains multiple sets of key indicators, common indicators related to standard components in all USAID programs/projects/activities, indicators at the strategic objective level, and detailed indicators at the activity level; and, ensures proper collection of data, and that indicators serve is an appropriate measure of their corresponding result.

- Leads, designs and performs assessments/studies/research requiring independent analysis and interpretation, on a regular and recurring basis; studies and research are cross-cutting, and include substantive and often sensitive Mission and Health Office topics. Briefs Health Office and Mission leaders on findings and makes recommendations to impact strategic, operational and programmatic direction.

**B. Technical Support (35%)**

- Provides guidance to PEPFAR/Health team on defining measurable indicators and targets for desired results addressed by their program/project/activity, and edits quarterly, semi-annual, and annual performance reports. Provides technical expertise for program monitoring and evaluation; data collection use and analysis of large complex data sources; and surveillance and health informatics analysis and visualization for the USAID Mission, the broader PEPFAR inter-agency and host country stakeholders.
- Provides technical direction to the PEPFAR team to monitor progress toward objectives as detailed in the Regional Operations Plan (ROP).
- Provides technical and operational support to ensure necessary and timely program-level data analytics requirements from OGAC are accurately interpreted and communicated to relevant USG agencies, in preparation for the annual ROP/Strategic Direction Summary (SDS) planning and development process, as well as country and program - level quarterly reviews.
- Serves as a key member of the Mission’s M&E Team coordinated by the Mission’s Program Office; and as a reviewer of Mission evaluation designs and reports, participating on Mission evaluation teams.
- Guides USAID IPs and collaborates with development partner stakeholders and host country counterparts on mutually identified critical operational research and/or targeted public health evaluation questions; contributes to development of strategies and protocols to address those questions; and helps disseminate findings to the broader community within USG, development partners and host country stakeholders.
- Provides support on the development of standards and indicators for assessing program effectiveness and quality to be assessed on site visits and feedback provided to program staff.
- Provides support to strengthen the capacity of USAID and partners staff in the use of appropriate data management systems to measure and track progress made toward achieving targets based on required indicators. Advises on data collection and program monitoring tools and systems.
- Leads work and coordination with IPs to ensure PEPFAR data reporting requirements are met on a timely basis. Related activities include reviews of guidance documents, PEPFAR targets for the annual ROP, quarterly progress reports, and stakeholder meetings
to analyze progress against targets.

- Assists in the analysis and interpretation of quantitative and qualitative data from various sources including SIMS (Site Improvement Monitoring System), Data for Accountability, Transparency, and Impact Monitoring (DATIM), District Health Information System 2 (DHIS2), and facility and partner-level data.
- Participates in the review and approval of annual work plans and periodic reports of USAID partners.

C. **Representation & Public Speaking** (15%)

- Attends external meetings, committees, and task teams, including GOL-facilitated technical working groups, as needed to represent the Liberia/PEPFAR interagency team.
- Supports development and presentations for research publications and/or abstracts for national and international conferences and symposiums.
- Presents PEPFAR program performance results, research results and M&E plans to OGAC, USAID/Washington, USAID/Liberia, PEPFAR interagency stakeholders and external stakeholders that include other development partners, private sector partners, GOL, USG counterparts from other countries and PEPFAR IPs.
- Actively engages in local SI capacity building of host country governments and other local organizations to strengthen the collection, analysis and use of data for program planning and direction.

- **Travel:** International and local travel may be required.

- **Supervision Controls:** None

- **Supervisory Relationship:** The USAID Strategic Information / Monitoring, Evaluation, and Learning [SI/MEL] Specialist works within the Service Delivery Team, and under the direct supervision of the Service Delivery Team Lead or designee. The supervisor makes assignments in terms of overall objectives and resources available. The day-to-day work is directed by the Care and Treatment Program Management Specialist. Completed work is reviewed in terms of achievement of program/project/activity goals, products produced, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the incumbent will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

12. **PHYSICAL DEMANDS**

    The work requested does not involve undue physical demands.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**
1. **Education:** Minimum of bachelor’s degree in social science, statistics, mathematics, mathematics, economics, computer science, epidemiology, health informatics, public health, infectious disease, zoonotic disease, biology is required.

2. **Prior Work Experience:** Minimum of five years of progressively responsible job-related professional-level experience in monitoring, evaluation, and learning (MEL) and other surveillance systems, evaluation of program/project/activity implementation, in direct program/project/activity management, or in a closely related activity is required. Field experience as a public health program and/or technical officer, data collection, data quality evaluation and in fulfilling reporting requirements is required. Experience working in Liberia and/or in another African country and working in a multicultural bilingual environment is required.

3. **Post Entry Training:** Familiarization training in USAID- and PEPFAR-specific procedures, regulations, reporting tools and methods, and orientation to working from a donor-Agency perspective, will be provided. Successful completion of formal C/AOR training is necessary for proper job performance and will be provided. Training to maintain professional capability in the field, and other courses offered for professional USAID staff, as appropriate; and courses, seminars, conferences, and other activities in fields related to the function and needed to maintain and update professional qualifications may be provided as they become available, subject to availability of funds.

4. **Language Proficiency:** Level IV (fluent proficiency) in English (reading, written and spoken) is required. Language competence may be tested.

5. **Job Knowledge:** The incumbent must have in depth, professional-level knowledge of development approaches and methods for performance analysis, data visualization, and program design, monitoring, and evaluation. The incumbent must have excellent knowledge of MEL systems, public health programming, and international donor operations in the sector. The incumbent must have knowledge and understanding of the economic, political, social, and cultural characteristics of the host country; development problems in the health sector in the host country and the region; an understanding of the resources, resource constraints, and overall development prospects and priorities of the host country and the region. The incumbent must have working knowledge of USG legislation, policy, and practice relating to monitoring, evaluation, and learning, and of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities.

6. **Skills and Abilities:** The incumbent must have the ability to plan, organize, manage, and evaluate HIV-AIDS and clinical care activities. S/he must have strong verbal communication skills and diplomatic skills in order to form good working relations with technical level national and local government officials, other development partners and external stakeholders. Verbal communication skills must be sufficient to explain complex data analyses and interpret PEPFAR attitudes, priorities, and concerns. Writing skills must be sufficient to prepare and edit regular and ad-hoc reports with special emphasis on data visualization, in keeping with Agency and PEPFAR requirements. The incumbent
must be proficient with Tableau, Microsoft Excel, PowerPoint, Word and email platforms. S/he must have strong capacity to manage activity goals and achievements, both technical and financial; must have skills in project programming and strategy development; and must be able to work effectively in a team environment to achieve consensus on policy, project and administrative matters. The incumbent must have the ability to acquire knowledge of USAID programming policies, procedures, regulations and documentation, and of the objectives and methodology of assigned activities.

III. EVALUATION AND SELECTION FACTORS

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factor(s) in order to be considered.

1. Selection Process
After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. As part of the selection process, the most qualified candidates will be invited to an interview which will consist of both an oral and written evaluation. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities.

2. Evaluation Factors
Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant’s writing, presentation, and communication skills. Applicants should include their name and the announcement number at the top of each additional page. **Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.**

**FACTOR #1:**
In 250 words or less, describe your experience collecting, managing and visualizing HIV and/or other health care data. Highlight your experience with the HIV continuum of care. Provide examples of your information management skills to collect, analyze, manage and visualize data from the HIV prevention and treatment cascade.

3. Basis of Rating
Applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:
Evaluation Factor: 10 points

Factor #1 10 points

Timed writing sample exercise: 50 points
The writing sample will demonstrate the candidate’s ability to use a data management tool to interpret, analyze and visualize sample datasets for a typical PEPFAR HIV program.

Interview Performance: 40 points
Interview questions will provide the candidate the ability to:
- Management abilities
- Teamwork and interpersonal skills
- Technical knowledge

Total Possible Points 100 points

IV. SUBMITTING AN OFFER
Applications must be submitted electronically by email with the subject line VA-669-22-00009– Project Management Specialist (Strategic Information/Monitoring, Evaluation, and Learning [SI/MEL]) LiberiaHR@usaid.gov.

Applicants may submit an application prior to the closing date and time specified in Section I, item 3 mentioned above unless revised.

Qualified applicants must submit the following documents, or their applications will not be considered for this position:

1. A current curriculum vitae (CV) or resume, not to exceed 3 pages.
2. A minimum of three (3) professional references with telephone and email contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. Candidates must also meet the full work experience requirement and demonstrate in their application that they are an eligible offeror as required in I.9 above. There is no exception to these requirements.

Short-listed candidates may be requested to provide educational documents such as transcripts for degrees, diplomas, certificates, and other pertinent documents as needed.
Any attachments provided via email must be compatible with Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 25 MB. Incomplete applications will not be considered.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.