



# USAID | KENYA AND EAST AFRICA

*New*

Solicitation No.: **72062325R00001**

Issuance Date: **December 20, 2024**

Closing Date/Time: **January 19, 2025** (1630 hours Nairobi time)

**SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) Resident Hire (RH) Regional Humanitarian Nutrition Specialist**

Dear Prospective Offerors:

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 contract as described in this solicitation.

Offers must be in accordance with this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and underrepresented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of an offer.

Any questions must be directed in writing to the Point of Contact specified in this solicitation.

Sincerely,

\_\_\_\_\_  
Signature

Michael Sampson  
**Contracting Officer**

Postal Address:  
U.S. Agency for International  
Development (USAID)  
P.O. Box 629  
Village Market 00621  
Nairobi, Kenya  
Tel: + 254-20-363-2000

Courier Address:  
USAID/Kenya and East Africa  
c/o American Embassy  
United Nations Avenue, Gigiri,  
Nairobi, Kenya

Pouch Address:  
American Embassy  
8900 Nairobi Place  
Department of State  
Washington D.C.  
20521-8900

Electronic:  
Website: [usaid.gov/kenya](https://www.usaid.gov/kenya)  
[usaid.gov/east-africa-regional](https://www.usaid.gov/east-africa-regional)  
Email: [usaidkea@usaid.gov](mailto:usaidkea@usaid.gov)  
Facebook: [USAIDKenya](https://www.facebook.com/USAIDKenya)  
Twitter: [@USAIDKenya](https://twitter.com/USAIDKenya) and  
[@USAIDEastAfrica](https://twitter.com/USAIDEastAfrica)

## I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72062325R00001
2. **ISSUANCE DATE:** December 20, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** January 19, 2025  
(16:30 hours Nairobi local time)
4. **POINT OF CONTACT:** Executive Office/Human Resources, Noel Sikasa and Patrick Bii, e-mail: [nairobipscjobs@usaid.gov](mailto:nairobipscjobs@usaid.gov)
5. **POSITION TITLE:** U.S. Personal Services Contractor (USPSC) Resident Hire Regional Humanitarian Nutrition Specialist, GS-14
6. **MARKET VALUE:** \$104,604 to \$135,987 annually equivalent to GS-14. Final compensation will be negotiated within the listed market value. USPSCs performing overseas are not entitled to Locality Pay.
7. **PLACE OF PERFORMANCE:** USAID Kenya and East Africa, Nairobi.  
Overseas USPSCs may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.
8. **PERIOD OF PERFORMANCE:**  
The **base** period will be two years, estimated to start in *December 2024*. Based on Agency need, the Contracting Officer may exercise an additional three (3) one-year option periods for the dates estimated as follows:

<b>Base Period</b>	<b>March 2025 – February 2027</b>
<b>Option Period 1</b>	<b>March 2027 – February 2028</b>
<b>Option Period 2</b>	<b>March 2028 – February 2029</b>
<b>Option Period 3</b>	<b>March 2029 – February 2030</b>

9. **ELIGIBLE OFFERORS:** Open to U.S. Nationals (U.S Citizens and/or U.S Resident Aliens<sup>1</sup>). Citizenship, if dual, must be clearly stated.  
Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, –  
(i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides

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<sup>1</sup> U.S. resident alien means a non-U.S. citizen lawfully admitted for permanent residence in the United States.

repatriation to the U.S.; or

(ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non-U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

## **10. SECURITY LEVEL REQUIRED:** Facilities/Computer Access

## **11. STATEMENT OF DUTIES**

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

[The United States Agency for International Development](#) (USAID) Bureau for Humanitarian Assistance (BHA) works to save lives, alleviate human suffering, and reduce the impact of disasters by helping people in need become more self-reliant. BHA is responsible for planning, coordinating, developing, achieving, monitoring, and evaluating international humanitarian assistance falling into two conceptual areas: 1) *Humanitarian Response* during emergencies and 2) *Early Recovery, Risk Reduction, and Resilience* activities to address longer-term recovery after emergencies. You can learn more about BHA on [our website](#).

The Office of Africa (OA) assesses, designs, and provides humanitarian assistance to partners and communities responding to, recovering from, and reducing the risk of natural disasters and complex emergencies, while linking with other USAID investments that build resilience. To achieve these objectives, humanitarian experts based overseas coordinate with local authorities and USAID Missions, while humanitarian experts based in Washington D.C. coordinate with USAID Regional and Pillar Bureaus. The Office of Africa in Washington consists of five (5) geographic divisions: East Africa; Central Africa; Sudans; West Africa; and Southern Africa, as well as a Management and Integration Team (MIT) that is responsible for supporting the management needs of the office and ensuring integration of policies and practices between OA and the rest of BHA. Overseas, OA has three (3) Regional Offices: Regional Office Southern Africa (ROSA), West Africa Regional Office (WARO), Sudans, East, and Central Africa Regional Office (SECARO), which support our bilateral teams in various missions through Africa. These teams are responsible for the provision of emergency humanitarian assistance through grants and cooperative agreements to non-governmental organizations (NGOs); international organizations (IOs) including United Nations (UN) agencies; and to other partners to ensure the implementation and delivery of this assistance. These teams also oversee BHA Office of Africa's nonresponse efforts in disaster risk reduction (DRR), resilience, and humanitarian transition.

## **BHA's DIVERSITY PHILOSOPHY**

### **Your Uniqueness is Welcome Here!**

It takes talented people with unique experiences to provide the best humanitarian aid possible. We are committed to having a workforce that reflects the global communities we serve. We strive to create an inclusive workplace, where everyone brings their authentic selves to work. We invite you to join us in providing humanitarian assistance to save lives and alleviate the suffering around the world.

## **2. Statement of Duties to be performed**

Based in Nairobi, the Regional Humanitarian Advisor (RHA) Nutrition Specialist supports the effective management of BHA resources and will report to BHA's SECARO Senior Regional Humanitarian Advisor or designee. They will collaborate and coordinate closely with technical colleagues in BHA/Washington. The RHA Nutrition Specialist will spend approximately 75 percent of their time supporting the Kenya and Somalia portfolio. Closely coordinating with staff and implementing partners, the RHA Nutrition Specialist will be responsible for designing, and overseeing nutrition activities and the systems and processes to monitor and evaluate. The RHA Nutrition Specialist will spend the remaining 25 percent of their time supporting countries other than Kenya and Somalia in the SECARO region in coordination with the broader global nutrition technical team.

The individual will perform the following duties:

- Provide technical guidance in the review, design, and implementation of humanitarian assistance and multi-year development assistance activities to ensure programs are created to reach successful nutrition outcomes;
- Represent BHA within nutrition leadership across the USAID/Kenya and East Africa Mission, in coordination with the Offices of Health, Population and Nutrition, and Office of Economic Growth and Integration and USAID/Somalia to promote an aligned nutrition agenda and collectively elevate nutrition and strengthen nutrition results across USAID's multi-sectoral nutrition programming;
- Analyze regional nutrition issues and lead the identification and dissemination of state-of-the-art food and nutrition approaches for implementation within BHA programs in the SECARO;
- Support the teams with the rollout of any new nutrition protocols and/or guidelines.
- Participate as an extended member of the BHA Nutrition team, engaging regularly in team meetings and coordinating with the team on technical support for countries in the region;
- Oversee nutrition-related research undertaken by BHA partners in SECARO in technical focus areas (nutrition in emergencies, public health nutrition, M&E, or nutrition-sensitive agriculture).

- In coordination with BHA/Washington Nutrition team, contribute to the review and coordination of updates of programming guidance in technical focus areas (nutrition in emergencies, public health nutrition, M&E, or nutrition-sensitive agriculture) and support dissemination to BHA in-country staff;
- Provide technical assistance to BHA mission staff in the region, implementing partners, and others on the nutritionally sound and cost-effective selection of Title II food aid commodities and complementary nutrition activities for emergency food and non-food assistance programs;
- Assess and monitor programs through field visits and reporting by in-country staff and implementing partners. Assess technical data reviews to maximize program effectiveness and ensure efforts are being implemented in a manner consistent with policy and legislative guidelines;
- Represent BHA in meetings and nutrition technical working groups with other USAID colleagues and representatives from other agencies;
- Support regional team efforts to develop current and future strategic direction for the regional office to include programmatic, liaison and representational prioritization, and human and financial resource requirements;
- Participate in a leadership role in office-wide policy initiatives to ensure overseas perspectives are well-represented;
- Serve as a peer-mentor for program staff working to increase exposure and experience in overseas and in-country humanitarian, DRR, and resilience operations;
- May lead an ethnically and culturally diverse team of program, technical, and/or administrative staff;
- Position requires up to 30 percent travel within the region.

**General Duties:**

- This position is expected to be able to qualify, train for, and routinely serve on disaster/humanitarian responses in Washington D.C. or in the disaster area for 4 to 6 weeks (or more) intervals. These can either be Disaster Assistance Response Teams (DARTs) and/or Response Management Teams (RMTs). DARTs are deployed to the field in response to disasters and operate in the field, providing staff an opportunity to deploy overseas for an extended period of time (e.g., 6-8 weeks). RMTs are based in Washington, D.C. and provide services to support DARTs, such as coordination and external engagement, communications, planning, logistics, travel coordination, or other similar duties (depending on the RMT role).
- As needed, may serve on temporary short-term assignments (“detail”) on other teams within the office or bureau to meet operational needs during staff shortages. Duties performed while on detail will be aligned with existing duties and responsibilities and will be directly related to the position’s scope of work.
- As needed, staff is expected to support BHA’s hiring efforts and serve on PSC hiring committees. Training will be provided.
- The PSC may be expected to obtain an Agreement Officer's Representative (AOR) or Contracting Officer's Representative (COR) certification. The AOR/COR oversees agreements and/or contracts. This includes but is not limited to reviewing invoices, approvals, program/project deliverables (i.e. work plans, annual reports, month status reports), travel requests, key personnel requests, financial/budget reports, contractor

performance evaluations, and compliance. More information about the AOR/COR responsibilities and related requirements can be found in the [COR designation letter](#) and the [AOR designation letter](#). In the event that this role requires an AOR/COR certification, mandatory training will be provided.

- The RHA Nutrition Specialist may have supervisory responsibilities; also, the PSC may serve in an acting leadership role within the bureau in order to meet short-term staffing needs, not to exceed 120 days in a 12-month contract year.

### **3. Supervisory Relationship**

The USPSC will take direction from and will report to the BHA Nairobi-based Regional Office Director for SECARO or his/her/their designee.

### **4. Supervisory Controls:**

The supervisor provides administrative direction in terms of broadly defined missions or functions. USPSC independently plans, designs and carries out projects, studies, and programs. Results of the work are considered technically authoritative. There is no higher-level official technically responsible for administering the program/project.

## **12. PHYSICAL DEMANDS**

The work requested is primarily sedentary and does not involve undue physical demands. Work is primarily performed in an office setting.

During deployment on DARTs (if required), and during site visits, there may be some additional physical exertion including long periods of standing, walking over rough terrain, or carrying of moderately heavy items (less than 50 pounds). During deployment on DARTs (if required), and during site visits, the work may additionally involve special safety and/or security precautions, wearing of protective equipment, and exposure to severe weather conditions.

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

The incumbent must meet the following requirements in education and professional experience:

- Bachelor's degree in nutrition, public health or related field with significant study in maternal and child nutrition, with at least six (6) years of experience in at least one of the four technical areas: the prevention and treatment of acute malnutrition, nutrition in emergencies, public health nutrition, nutrition monitoring and evaluation (M&E) and survey design, and/or nutrition-sensitive agriculture.

OR

- Master's degree in nutrition, public health or related field with significant study in maternal and child nutrition, with at least four (4) years of experience in at least one of the four technical areas: the prevention and treatment of acute malnutrition, public health

nutrition, nutrition monitoring and evaluation (M&E) and survey design, or nutrition-sensitive agriculture.

AND

- Specialized experience: International experience managing, supporting, or directly implementing emergency nutrition programs in a humanitarian setting, either through multiple short-term assignments or long-term residential postings.
- Specialized experience: Ability to monitor and evaluate nutrition programs, to include programmatic and financial issues.
- Specialized experience: Ability to provide rapid, concise, accurate reporting, both verbally and in writing,

AND

- Offeror is a U.S. Citizen.
- Ability to obtain and maintain a facilities access Clearance. (If there is a change in circumstances requiring access to National Security information classified at the Secret or Top Secret level, the offeror may be asked to obtain and maintain Secret up to a Top Secret/Sensitive Compartmented Information level clearance after award). Failure to do so may result in the withdrawal of an offer or removal.
- Ability to obtain a Department of State medical clearance and maintain it throughout the life of the contract. More information on medical clearance classifications can be found in 16 FAM 211.2 Clearance Classifications or the [Department of State webpage on medical clearances](#).

### 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>.

The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The points for the specialized experience and the offeror interview, stated below, will depend on the solicitation. However, the professional reference check will be 10 points across all solicitations.

Education and General Experience	Required years of general experience and education	Pass or Fail
Specialized Experience	Experience in required specialized skills, industry knowledge to complete the duties/tasks	30 points
Offeror Interview	Validation of required skills and knowledge for suitability for the position.	60 points
Professional Reference Checks	Written confirmation of current or previous professional colleagues or supervisor.	10 points
Total possible points		100

**USAID will not pay for any expenses associated with the interviews. In the event that a candidate has fully demonstrated his/her qualifications and there are no other competitive applicants, USAID reserves the right to forgo the interview process.**

**Offerors must provide their references to USAID/KEA upon request no later than seven (7) days from the initial request. Failure to meet this requirement will result in the offeror being removed from consideration for this solicitation. In addition, the Agency has the right to seek any additional feedback on the offeror as needed.**

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

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>
2. Offerors must submit an up-to-date **curriculum vitae (CV) or resume** (no more than five pages), **cover letter** explaining your qualification and evaluation criteria for the position, **Sexual Misconduct self-certification form**, **copies of all relevant certificates** and include **three (3) referees**, who are not family members or relatives, with working telephone and e-mail contacts.

3. Applications must be submitted electronically via email to [nairobipscjobs@usaid.gov](mailto:nairobipscjobs@usaid.gov) by the closing date and time.

#### **4. USAID’S ZERO TOLERANCE FOR SEXUAL MISCONDUCT**

USAID has a zero-tolerance policy for sexual misconduct with the goal of fostering a respectful, safe, healthy and inclusive work environment. USAID maintains policies and procedures to establish a workplace free of sexual misconduct as described in Agency policy at ADS Chapter 113, Preventing and Addressing Sexual Misconduct.

**By acceptance of the contract, the contractor acknowledges having read, and agrees to abide by, the Agency’s ADS 113 policies and procedures.**

#### **SELF CERTIFICATION**

Offerors must sign a [Sexual Misconduct Self-Certification form \[see hyperlink\]](#) related to sexual misconduct when submitting the offer. The signed form will be filed in the award file. If the offeror fails to submit a signed certification, the offeror will be determined to be non-compliant to submission requirements and will not be considered for award.

- For the Apparently Successful Offeror:
  - If Self-Certification response is “Yes”: In consultation with the Resident Legal Advisor (RLO) or General Counsel Acquisition and Assistance (GC/AA), the CO will request further details from the offeror.
  - Event of False Certification: If the certification provided is found to be false, the offeror may be eliminated from consideration for the award. If the contract has been awarded, the false certification may be grounds for termination of the contract. The action may be punishable to the full extent of the law.

#### **USE OF THE AGENCY’S MISCONDUCT PORTAL AND INQUIRIES MADE TO PREVIOUS COs FOR APPARENTLY SUCCESSFUL OFFEROR**

The Office of Employee and Labor Relations (ELR) operates USAID’s Misconduct Reporting Portal. Prior to award, the CO will email ELR at [HCTM.ELR@usaid.gov](mailto:HCTM.ELR@usaid.gov) to identify whether Agency records include any prior disciplinary action related to sexual misconduct taken against the apparently successful offeror.

If the apparently successful offeror has previously held a Personal Services Contract at USAID, the CO will attempt to contact the previous administrating CO to inquire about previous disciplinary actions related to sexual misconduct against the apparently successful offeror.

#### **NEW ENTRANT ORIENTATION (NEO)**

For PSCs onboarded overseas, including CCNPSCs and TCNPSCs, the PSC must complete an online module related to USAID’s zero tolerance policy for sexual misconduct as administered by their cognizant CO as part of their onboarding process. The CO will include documentation in the award file that the PSC has completed the online module and has been made aware of USAID’s zero tolerance policy for sexual misconduct.

5. 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**.
6. Offeror submissions must clearly reference the solicitation number on all offeror submitted documents.

## V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

- Medical History and Examination (DS 1843)
- Questionnaire for Non-Sensitive Positions (SF-85)
- Declaration for Federal Employment (OF-306)

## VI. BENEFITS AND ALLOWANCES

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

### 1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Leave and Holidays

*This position is a Resident Hire U.S PSC. Any contract offered under this solicitation will not offer benefits that are available to Offshore Hire U.S PSC. Benefits that the successful candidate will **not** receive include, but are not limited to:*

- a. *Access to Embassy medical facilities, Cash Checking, AEA Commissary Access, Pouch Mail Service (DPO/APO)*
- b. *Cost of Travel to and from Post;*
- c. *Shipment and storage of UAB and HHE;*
- d. *Shipment of POV (Private Own Vehicle);*
- e. *R&R and Home Leave Travel; and*
- f. *Housing*

### 2. ALLOWANCES:

Resident Hire U.S. Personal Services Contractors are subject to U.S. Federal Income Tax and are not eligible for expatriate fringe benefits including differentials and allowances, travel and transportation expenses, repatriation, rest and recuperation travel, or home leave of any kind. Such contractors may be eligible for certain differentials and allowances when in travel status for temporary duty (TDY.)

**VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>
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>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Labour Hour - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD at award after negotiation phase</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Labor Hour - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor –
2001	<b>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b>	1	LOT	\$ _TBD_	\$_TBD at Award after

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	- Award Type: Labor Hour - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>				negotiations with Contractor –
3001	<b>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Labor Hour - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ _TBD_	\$_TBD_ at Award after negotiations with Contractor –

3. Acquisition and 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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).
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

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	JUN 2023
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