



**INTERNAL AND EXTERNAL  
PERSONAL SERVICES CONTRACTOR (PSC) VACANCY ANNOUNCEMENT**

**Reference No:** PSC – 25 – 005

**Position Title:** Monitoring, Evaluation, Reporting and Grants Coordinator (MERGC) and Program Manager for New Initiatives

**Location:** Monrovia, Liberia

**Reports To:** Director of Programming and Training (DPT)

**Number of Position(s):** One (1)

**OPEN TO:** All interested candidates. Preference will be given to candidates residing in Liberia or who are citizens of Liberia at the time of application.

**CLOSING DATE:** **January 24, 2025**

**WORK HOURS:** The MERGC/Program Manager for New Initiatives: Full Time; 44 hours per week; Typically, Monday through Thursday from 8:00 am to 5:30 pm and Friday from 8:00 am to 2:00 pm, with flexibility to work additional hours or on weekends on an as-needed basis.

**Length of Contract:** The anticipated contract will be for a base period of up to one year, with up to four option periods, exercisable at the unilateral option of the Peace Corps based on satisfactory performance, continued need for the position, and availability of funds.

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**Background**

a. Summary of Position: The MERGC/PM New Initiatives is a core and senior staff member of the Programming Training and Evaluation Team and reports directly to the DPT. The MERGC plays a critical role in PC Liberia’s ability to deliver quality programming and training, reporting, fact-based engagement with communities and stakeholders, and provides support to Volunteers. With the support of the MERGC, the Programming, Training, and Evaluation department (PTE) continues to develop and implement systems that reinforce rigor and quality assurances in compliance with Peace Corps Washington mandated Volunteer Reporting and Grants (VRG) systems. Peace Corps Liberia staff members use data and tools managed by the MERGC to strengthen project management as well as enhance organizational learning. The MERGC assists Volunteers, communities, and program managers to measure and understand the outcomes of their collaborations. The MERGC staff in providing Volunteers with feedback on their work. The data managed by the MERGC is used to provide regular reports on Volunteers’ activities to relevant stakeholders as part of mutual accountability and transparency. The MERGC is also responsible for managing Peace Corps Liberia’s Volunteer grants system through coordination

with the DPT, Deputy Director of Programming and Training (DDPT), Program Managers (PMs), PC Washington Staff, and USAID Liberia.

**In addition, this position identifies, develops, trains volunteers and manages Peace Corps Liberia emerging initiatives.**

**b. Country Program:** Peace Corps is an autonomous, international agency of the United States Government with operations in over 60 countries. It operates in Liberia by the invitation of the Government of Liberia and has memoranda of understanding that outlines broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Liberia. Volunteers are assigned to government and non-government agencies and organizations, community-based organizations, universities, colleges and schools who partner to enable Volunteers to provide capacity building in health, literacy, math and science education as well as building cultural understanding between Americans and Liberians.

**c. Reference Materials:** Logical Project Framework(s) for each sector, Training Design and Assessment Guidance, Volunteer Competency Model, Annual Mandatory Training Requirements, VRG guidance, Global Core and Sector Training packages, the Annual Plan, Peace Corps Manual, PC/Liberia Volunteer Handbook, the PC/Liberia Staff Handbook and PC/Liberia Program Manuals.

## **2. Major Duties and Responsibilities:**

### ***Functional Area #1 Monitoring, Evaluation, and Reporting (45%)***

- Ensure high rates of reporting from PCVs, by training PVC's and working with PC DC to create indicators----- or something around training and controlling indicators
- Review and verify accuracy of Volunteer reported data on an on-going basis.
- Manage data cleaning activities
- Identify gaps in data collection, develop recommendations for system and operation procedure improvements, and communicate directly to the PTE team
- Assist PTE team with the review of Volunteers' reports and support PMs in giving feedback and guidance to Volunteers
- Analyze Volunteer reporting data and provide periodic updates about achievement against targets in the Logical Project Framework (LPF), the VRG, and other PC targets (e.g., Annual Volunteer Survey)
- Assist PTE team with analyzing reported data to improve program activities, training, and decision making
- Collaborate with the Information Technology Specialist to ensure that PC Liberia provide smartphones and/or tablets are compatible with VRG data entry needs.
- Provide telephone, text, and email, support to Volunteers as well as a system of regular reminders on how to collect and record activities in the VRG and on other report forms.
- Make occasional field visits to Volunteer sites to assess, monitor and verify Volunteer and host agency record-keeping, helping to improve these systems and bring them in line with Peace Corps reporting requirements. Develop and share site visit reports with relevant programming staff.
- Perform other monitoring, evaluation, and reporting duties as assigned.

- Serve as PC/Liberia's M&E Champion to liaise and collaborate with other PC countries to create an M&E culture in all programs
- Ensure that project frameworks are updated as necessary with relevant and appropriate Peace Corps Standard Sector Indicators and Post-Developed Indicators and work with the DPT and Program Managers in developing monitoring and evaluation plan for all project plan areas
- Leads all reporting for the PTE team- completing annual status reports for Post, HQ, and partnership reports.
- Develops external reports and coordinates with the Communications Specialist in the development of and social media postings by providing clear and current reports data on an as needed basis.
- Develops strategies for engagement on National Youth Service, climate change, women's empowerment etc.

**Functional Area # 2 Small Grants Projects Coordination (25%)**

- Manage all grant entries in the VRG database.
- Develop innovative dissemination strategies to share results of ongoing projects to internal audiences.
- Coordinate and foster strong and productive partnerships with grant partners including the Small Projects Assistance Teams at PC Washington and relevant personnel at USAID Liberia.
- Provide grant program management oversight, including:
  - Program expertise: Understand grant program rules and requirements; keep abreast of updates/best practices for grant programs and convey updates to the small grants committee and Volunteers
  - Communicate with Peace Corps/headquarters: Primary liaison with Peace Corps Headquarters on grant program(s); contact Peace Corps Headquarters grant program points of contact with questions and program updates; draft and submit all required program reports to Peace Corps Headquarters
  - Grant files: Establish and maintain official grant files in alignment with Peace Corps records management plan both in shared drives and in the VRG
- Provide Expert support in project design, including:
  - Understand Project Design and Management tools and ensure consistency within post in accordance with MS 720 and the Peace Corps Small Grants Handbook.
  - Provide Volunteers with feedback on grant applications in coordination with small grants committee
  - Communicate potential activities and prohibited activities with staff and Volunteers
  - On a regular basis communicate with Volunteers and Counterparts about the Small Project Assistance (SPA) grant program funded by USAID and Peace Corps Partnership Program (PCPP) program and provide advice to PCVs on accessing grant funds and developing projects.
  - Provide accurate information to staff regarding SPA funded trainings and ensure that proposals and reports are submitted accurately and on time
- Manage project review and approval processes, including:
  - Receive grant applications from Volunteers and disseminate to small grants committee members and appropriate Program Managers

- Facilitate communication with Volunteers to follow up on requested application revisions
- Ensure that funds are available in the proper funding source (including proper program element for SPA) prior to recommending approval of grants
- Coordinate small grant committee activities
- Support project implementation, by:
  - If a project is to be canceled, transferred, or amended, the Small Grants Coordinator works with the Volunteer sponsor to report to the relevant Peace Corps/headquarters office
- Manage project tracking and monitoring
  - Track the status of all ongoing grant projects through tracking sheets and the VRG
  - Make regular monitoring visits to Volunteer sites to track status of grants and write project summaries after visiting SPA projects. Where appropriate, develop success stories using the USAID template for distribution to share with USAID.
  - Provide status updates to the Country Director, post staff, and relevant Peace Corps/headquarters staff when asked
  - Send reminders to Volunteers about closing grants. Ensure that PCVs obtain and submit required signatures for final sign off and closure
  - Ensure that grant completion reports meet all Small Grant Program requirements
- Oversee financial management
  - In coordination with the administrative unit and DDPT track grant spending and available funds by grant program and by funding areas (e.g. by SPA program element).
  - Work with administrative unit to ensure financial processing of approved grants.
  - Supports the determination of funding needs and negotiating new funds as applicable.
  - Coordinate with Admin the process of returning leftover SPA/PCPP funds

**Functional Area #3 Volunteer Training (20%)**

- Train Peace Corps Trainees and Volunteers on PC grant opportunities, policies, procedures, and best practices, including community engagement, grant applications, management, and MRE
- Co-facilitate Project Design and Management workshops in coordination with PTE Staff
- Leads the development of climate change programming
- Conducts training for Peace Corps Trainees and Volunteers on how to monitor program activities and impact
- Provide on-going support and training to Volunteers through emails, newsletter articles, and other forums to provide information and improve accuracy of reporting.
- Provide an orientation session on the VRG system to all new staff members and provide periodic refresher trainings to relevant staff
- Provide technical support for all programming and training staff on the M&E process and best practices
- Incumbent performs other duties or assignments, when deemed necessary by the Country Director and/or GSM, for the successful implementation of Peace Corps program(s) and/or operations in Liberia.

#### **Functional Area #4 Program Manager New initiatives (10%)**

- Reviews and evaluates Government of Liberia (GOL) and donor development documents and sector reports to determine host country development needs and initiatives.
- Participates in the annual project review and any other project strategy documents or reports, as assigned

#### **Functional Area #5 – Volunteer Safety and Security (2%)**

- Addresses safety and security proactively by ensuring appropriate assignments for Volunteers and adhering to Peace Corps site development policies and procedures.
- Identifies and immediately communicates Volunteer safety and security concerns or issues to the Safety and Security Manager (SSM) and the CD.
- Ensures prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.).
- Reviews and references site history files when evaluating potential sites. Incorporates appropriate site-specific safety and security-related information into site history files.
- Ensures designated host country counterparts participate in counterpart orientation/training and are prepared to work with and support Volunteers, including their role in Volunteer safety and security.
- Maintains communication with each Volunteer and solicits periodic feedback, including information about Volunteer safety and security. Maintains a calendar of Volunteer site visits and completes appropriate number of site visits to assess Volunteer progress, safety and security, and to provide technical guidance and moral support.
- Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security, and initiates corrective action as necessary.
- Participates in the design and implementation of the Emergency Action Plan (EAP).
- Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.

#### **Functional Area #6 – Other Related Activities (3%)**

- Contribute to periodic revisions project framework(s).
- Periodically serves as post duty officer responsible for weekend and after-hour emergencies.
- Attend all relevant meetings including staff retreats, P&T, Operations and Volunteer support.
- Serve in an “acting” capacity for other positions and/or perform any other duties as assigned by the DPT.

**Accepts additional responsibilities as needed that contribute to the achievement of Peace Corps/Liberia’s goals and objectives.**

#### **COVID-19 and Other Flexibilities:**

- If there is a time at post, due to the COVID-19 pandemic or for any other reason, when there are limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/Liberia, the PSC may be temporarily assigned during that period, as determined by the Peace Corps Country Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the

ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return or increase of Volunteers.

- This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.

#### **4. Roles and Responsibilities:**

This position is located with the Programming, Training and Evaluation Team and supports the DPT and Training Manger (TM) in providing high quality training resources and delivery to Volunteers and Community Members. This is not a supervisory position. The primary contacts outside of the PTE team are with Peace Corps program and administrative staff in the Monrovia office and M&E, Grants, and VRG staff at Peace Corps Washington. The incumbent also has contacts at all levels within the host agencies and other local government and private agencies involved either with PC programs or as resources for PC training.

#### **5. Logistics:**

The MEGC will primarily be stationed at the PC/Liberia Monrovia office with occasional travel to Kakata for training events and around Liberia to visit Volunteer sites. The MES should expect to travel throughout Liberia visiting Volunteers about 20% of the year. Travel may be concentrated during specific times of the year based on the needs of the post. International travel may be occasional.

#### **6. Occasional Money Handler**

The PSC may be requested to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers.

The PSC will not be functioning as a procurement or disbursing official, but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer

#### **7. Level of Effort:**

The incumbent's work week shall not be less than 44 hours. At times, due to the nature of the work, the incumbent may be required to travel and work nights/weekends/holidays and/or to carry a duty phone when necessary.

## 8. Minimum Qualifications:

- **Education:** Bachelor's degree in Monitoring and Evaluation, Program/Project Management, Social Sciences or related field required. Master's degree or more, in related field is preferred.
- **Prior Work Experience:**
  - Three (3) required, five (5) or more years is desirable, evaluating designing and implementing evaluation tools, and reporting on development projects.
  - **And/Or;** Three (3) required, five (5) or more years is desirable, managing, monitoring, and reporting on US Government grants for development activities.
  - Experience working with Americans and/or international organizations is preferred.
- **Language Proficiency:** English (written and spoken)
- **Skills**
  - Strong report writing skills (will be verified in technical skills exam)
  - Microsoft Word, Excel, and Microsoft Outlook
  - Data collection, analysis, and evaluation
  - Grant management (preferred)
- **Work/Residency Permits:** Applicant must have valid work and/or residency permits allowing work in Liberia.

### How to Apply:

A complete application will include the following documents:

- Cover letter.
- Current curriculum vitae (CV) or résumé
- Completed application form (available to download at <https://www.peacecorps.gov/liberia/contracts>)

Your application materials will be scored against the minimum and desired qualifications, so please include sufficient information for us to be able to evaluate your candidacy. Do not submit any other documentation with your application.

All application materials should be submitted to [LR-Jobs@peacecorps.gov](mailto:LR-Jobs@peacecorps.gov) with the subject line: **MERGC/Program Manager New Initiatives– PSC – 25 – 005.**

The deadline for submission of applications is **Friday, January 24, 2025, at 5:00 pm.** Applications received after this date will not be considered. Candidates who are determined to be highly qualified for the position will be further evaluated through a practical examination and/or interview.

Due to the high volume of applications for all positions, only those invited to participate in technical tests and/or interviews will be contacted.

### Limitations:

- The award of this contract is contingent on availability of funds, reference checks, and completion of a positive security certification.
- Peace Corps reserves the right to not evaluate or to withhold an offer of a personal services contract to an individual that has a history of poor performance or conduct as a Peace Corps Trainee, Volunteer, or staff member (USDH, PSC, or FSN).

- Peace Corps reserves the right to withhold an offer of a personal services contract to an individual that is a relative or household member of a current Peace Corps staff member.
- Individuals who have current or prior connections with intelligence activities or agencies through employment, related work, or even family relations may be ineligible for a personal services contract.
- The selected individual will be required to comply with any medical and/or training requirements specified for their position in accordance with public health and/or occupational health or safety policies.
- Peace Corps will not discriminate against an applicant because of that person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older, except when the applicant is beyond the mandatory retirement age), disability, or genetic information.
- The individual selected may be asked to complete one or more temporary duty assignments at other Peace Corps posts, transfer to another Peace Corps post, or to complete a detail with another USG agency, a Peace Corps Headquarters office, or with a post other than the post of assignment. As part of an approved detail, the individual may be requested to perform work that may be specifically in line with or may add to the duties stated in the contract.