



USAID | GUINEA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: MARCH 16, 2020
CLOSING DATE: MARCH 27, 2020, midnight Local
Time (GMT - GUINEA)

**SUBJECT: SOLICITATION NUMBER 72067520R00001 FOR A RESIDENT-HIRE US/TCN
PERSONAL SERVICES CONTRACTOR - PROGRAM MANAGEMENT SPECIALIST FOR GUINEA AND
SIERRA LEONE**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development, USAID/Guinea & Sierra Leone, is seeking applications of qualified U.S Citizens and Third Country Nationals (TCN) interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

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

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

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/signed/
Ifeoma Ezeh
Contracting Officer



I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72067520R00001
2. **ISSUANCE DATE:** March 16, 2020
3. **CLOSING DATE & TIME FOR RECEIPT OF OFFERS:** March 27, 2020 at midnight local Time (GMT - Guinea)
4. **POINT OF CONTACT:** HR TEAM at conakrypscjobs@usaid.gov
5. **POSITION TITLE: PROGRAM MANAGEMENT SPECIALIST**
6. **MARKET VALUE:** GS-10 (\$50,246.00 to \$65,321.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. **PERIOD OF PERFORMANCE:** One (1) year with two renewable one-year option periods. Estimated to start on 05/10/2020.

The base period will be 05/10/2020 - 05/09/2021 estimated to start on 05/10/2020. Based on Agency need, the Contracting Officer may exercise an additional option period for one year for the date estimated as follows:

<i>Base Period:</i>	<i>05/10/2020 – 05/09/2021</i>
<i>Option Period 1:</i>	<i>05/10/2021 – 05/09/2022</i>

Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

8. **PLACE OF PERFORMANCE:** Conakry, Republic of Guinea with travel to Freetown, Sierra Leone.
9. **ELIGIBLE OFFERORS:** Resident-Hire U.S. citizens and Third Country Nationals.
10. **SECURITY LEVEL REQUIRED:** FACILITY ACCESS
11. **STATEMENT OF DUTIES:**

BACKGROUND:

The USAID/Guinea Mission manages a small program to achieve the foreign policy objectives of the United States government for both Guinea and Sierra Leone. The portfolio has an emphasis on building better health and governance systems in the wake of the Ebola outbreak and includes smaller interventions in agriculture, economic growth, energy, and conflict mitigation. The position is located in the Mission’s Program Office in Conakry, Guinea. The Program Office is responsible for guiding the Mission’s strategic direction, monitoring and evaluation, project design, budget, and external

communication, among other tasks. The incumbent would be expected to contribute to all aspects of the team's responsibilities and fill staffing gaps as needed.

SUMMARY OF DUTIES:

The Program Management Specialist supports the Program Office in its major tasks, including monitoring and evaluation, program planning, reporting, project design, and strategy development.

The incumbent will be supervised by the Supervisory Program Officer and will interact with USAID/Guinea staff, both in Conakry, Guinea, and in Freetown, Sierra Leone. The position requires that the incumbent have excellent interpersonal and communication skills, possess an ability to work with diverse teams, and complete assigned tasks within deadlines.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Monitoring and Evaluation: (50%)

- Assists the M&E team with Data Quality Assessments.
- Contributes to preparations for the Mission's portfolio reviews.
- Assists the M&E team with reviews of implementing partner reports and managing partner indicator data.
- Contributes to the development of the Mission's performance management plan, project and activity level monitoring, evaluation, and learning plans, and annual work plans.
- Works with technical teams in Guinea and Sierra Leone to capture the Mission's lessons learned.
- Assist with reviews of evaluation and assessment deliverables and development of action plans.

2. Program Planning and Reporting (30%)

- Assists in the preparation of the annual Operational Plan and Performance Plan and Report for both Guinea and Sierra Leone.
- Prepares responses to information requests from USAID/Washington on various programmatic issues for Guinea and Sierra Leone.
- Assists with preparation of quarterly financial reviews.

3. Strategic Planning and Project Design (20%)

- Assists technical teams in project design by ensuring adherence to USAID policies.
- Assists in the preparation of Guinea's Country Development Cooperation Strategy with research support, preparing presentation materials, and writing strategy narratives.

SUPERVISORY RELATIONSHIP:

Supervision Received: The incumbent is supervised by the Supervisory Program Officer or his/her designee. The supervisor provides guidance on objectives, priorities, and deadlines. The candidate's work is accepted as technically accurate without detailed review.

SUPERVISORY EXERCISE: NONE

If a TCNPSC is selected for award, during the period of this contract, the TCNPSC contractor will be required to train a CCNPSC identified by USAID in his/her recognized Technical Area of Expertise. The Supervisor will establish a structured training plan for the TCNPSC with a work objective and performance benchmarks to measure the contractor's progress toward achieving this required training deliverable.

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

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.

“U.S. Resident Hire Personal Services Contractor” (“PSC”) means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country:

(1) As a spouse or dependent of a U.S. citizen employed by a U.S. Government Agency or under any U.S. Government-financed contract or agreement, or

(2) For reasons other than for employment with a U.S. Government Agency or under any U.S. Government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes a person who at the time of contracting, is a lawfully admitted permanent resident of the United States.

For TCNPSC:

- **Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Senegal); and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;**
- **Submit a complete application as outlined in the section titled APPLYING (Section IV);**
- **Be able to obtain a required Employment Authorization;**
- **Be able to obtain a Department of State issued Medical Clearance;**
- **Be willing/able to travel to work sites and other offices as/when requested;**
- **Employment is subject to funds availability and all required approvals/clearances obtained.**

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must have the following minimum qualifications.

Education: (15 points)

At a minimum, the applicant must have a bachelor's degree in a development-related field such as Economics, History, Political Science, Psychology, or other relevant Social Science field.

Work Experience: (30 points)

Three years of experience in the design, management, implementation, or evaluation of international development activities, or other office experience. Familiarity with technical issues in public health, democracy, environment, agriculture or economic growth is a plus. Experience working in West Africa is a plus.

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

(a) Selection Process

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

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. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. 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. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

- Submit a complete application as outlined in the section titled **APPLYING & INSTRUCTIONS TO APPLICANTS**;
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour work week, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested

(b) EVALUATION FACTORS AND BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The applicants are required to provide at least three (3) references who can provide substantive information about his/her past performance and abilities. At least one of the references provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) as specified and work experience requirement. There is no exception for meeting the minimum requirements.

FACTOR #1: 20 points - In 500 words or less, outline how you have demonstrated an ability to work independently and manage competing priorities related to monitoring and evaluation, program or strategic planning, or project design for an international organization, non-governmental organization or government entity.

FACTOR #2: 20 points - In 500 words or less, outline your demonstrated experience in analytic and problem-solving skills to address development challenges, particularly in a complex and fast-paced environment.

FACTOR #3: Interview Performance - 60 points

TOTAL POSSIBLE POINTS: 100

Satisfactory professional Reference Checks will be conducted but yield no points.

APPLYING:

All applications must be submitted electronically by e-mail with the subject line - SOL - 72067520R00001 - RESIDENT-HIRE PROGRAM MANAGEMENT SPECIALIST to conakrypscjobs@usaid.gov

Attention: Supervisory Executive Officer
USAID/Guinea & Sierra Leone

- Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror information for Personal Services Contracts," available at <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the Form a309-2 to allow for adequate evaluation of your related and direct experiences.)

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4**.

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

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- **Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. ALL DOCUMENTS MUST BE PREPARED AND SUBMITTED IN ENGLISH.**

The final selected candidate must obtain **security and medical clearances** within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

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

IV. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

- 1) Application for Application for Federal Employment (AID 309-2).
- 2) Medical History and Examination Forms (DS-6561 and AID Form 1420-62). *
- 3) Questionnaire for Sensitive Positions (for National Security)(SF-86), or *
- 4) Questionnaire for Non-Sensitive Positions (SF-85). *

5) Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Based on employment category, a temporary security clearance must be obtained prior to contract start date.

V. BENEFITS/ALLOWANCES:

In accordance with CIB 99-15, "Resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances." As a matter of policy, and as appropriate, a Resident-Hire Contractor is authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy for health or life insurance under this contract)
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Annual and Sick Leave

VI. FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income Taxes.

VII. 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/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
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/OGE%20Regulations>.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, physical handicap, genetic information, age or membership or non-membership in an employee organization, retaliation, parental status, military services, or other non-merit factor.

END OF SOLICITATION