ISSUANCE DATE: November 24, 2020
CLOSING DATE/TIME: January 08, 2021/5:30 p.m. CAT

SUBJECT: Solicitation for a *Resident Hire U.S. Personal Services Contractor (USPSC)*

Dear Prospective Offerors/Applicants:

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 a contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** 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 offer.

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

Sincerely,

//signed//
Reid H. Ahl, CM
Contracting Officer and
Supervisory Executive Officer

I.   GENERAL INFORMATION

1. **SOLICITATION NO.:**   72069619R00019

2. **ISSUANCE DATE:** November 24, 2020

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 08, 2021/17:30 Central Africa Time (CAT)

4. **POSITION TITLE:** Digital Development Advisor

5. **MARKET VALUE:** $92,977 to $120,868 equivalent to GS-14. Final compensation will be negotiated within the listed market value.

6. **PERIOD OF PERFORMANCE:**   Initial period of performance of one to two years, with options to review annually for a maximum of five years per contract mechanism.

7. **PLACE OF PERFORMANCE:** Kigali, Rwanda

8. **SECURITY LEVEL REQUIRED:** Facility Access

9. **STATEMENT OF DUTIES**

The Digital Development Advisor (DDA) position will enable USAID/Rwanda to better harness the local digital ecosystem for more effective and efficient development and humanitarian assistance programming. The DDA will be responsible for implementing the Agency's first-ever Digital Strategy in support of the Mission by applying their digital skills and expertise to help: (1) guide Mission programming in the responsible use of digital tools and approaches, and (2) support the growth of an open, inclusive, and secure local digital ecosystem. This requires considering the Mission's portfolio as a whole and providing both broad, strategic support as well as detailed, technical support in response to Mission needs.

The primary role of the Digital Development Advisor will be to lead the Mission's implementation of the Digital Strategy by: (1) supporting the integration of digital tools and technology in the design of new activities and projects, strategic planning, and monitoring, evaluation, and learning (MEL), and (2) enhancing the capacity of Mission staff to understand the linkages between digital development and traditional development programming in USAID/Rwanda's portfolio of activities and stakeholder engagement. In order to fully leverage the potential of digital tools and approaches, Digital Development Advisors must be equipped with the type of skills necessary to not only provide technical assistance to these initiatives, but also to prioritize, cost, evaluate, and appropriately advise staff implementing USAID activities that use digital tools, methodologies and approaches. In addition, the Digital Development Advisor will be expected to act as the interlocutor

between USAID's Global Development Lab, Center for Digital Development (as the primary unit responsible for Digital Strategy implementation and compliance) and the Mission; execute and maintain a Digital Ecosystem Country Assessment (DECA); provide support, as needed, to technical offices on areas of opportunity for the integration of digital tools and approaches for programming; inform policy; partner with and leverage existing platforms to achieve Mission digital priorities and goals; implement digital best practices; lead and support engagement with external stakeholders on digital development; and support cross office working groups (WG) to integrate digital tools and technology across the portfolio through the gender and social inclusion WG, youth WG, and through subnational activity coordination.

This position is located in USAID's Rwanda Mission, with backstop support from the U.S. Global Development Lab ("the Lab").

MAJOR DUTIES AND RESPONSIBILITIES

Digital Strategy Implementation (30%)
- Develop a Digital Development Mission Order that provides guidance to the Mission on what required steps they must take to integrate the Agency's Digital Strategy in their work including project and activity designs, and performance management.

- Lead the Digital Ecosystem Country Assessment (DECA) process, with support from the Center for Digital Development, support implementation of its findings, and update the assessment on a yearly basis.

- Coordinate with the Global Development Lab and the Mission's Program Office to develop an annual work-plan to define the principle areas of responsibility, planned activities, and approaches.

- Consult with Mission staff to offer needs-based suggestions and demonstrations of utility of the Digital Strategy initiatives for improving outcomes.

- Participate in conferences, training, and other means of promoting, creating knowledge, and building capacity related to the responsible use of Digital Development in Agency development and humanitarian assistance activities.

- Develop partnerships and network with local innovators, youth organizations, NGOs, cultural and religious organizations, the private sector, local media and academia to build and provide a space to nurture and share innovative ideas, develop the next generation of thought leaders, and build local capacity.

- Work with the Lab to provide basic training to Mission staff on Digital Development broadly and digital approaches specifically tailored to Mission needs; and provide training to implementing partner staff to help them develop solutions that incorporate

digital development into ongoing activities.

- ❏ Help Mission MEL staff and partner staff incorporate Digital Data Collection practices.
- ❏ Help Mission FMO and partner staff incorporate Digital Payments.

Technical Support and Project/Program Management (40%)

- Provide technical and organizational advisory support to Mission staff to integrate technology and digital approaches to better design projects and activities that meet their objectives.

- Engage a wide set of stakeholders throughout the Mission as well as from intra-governmental USG partners, private sector, multilateral agencies, and foreign organizations, to advance coordination and information sharing on the integration of digital approaches and best practices to solve development challenges.

- Convene and participate in technical meetings, consultations, and working groups with key stakeholders to address issues such as data privacy, cybersecurity, digital payments, and digital inclusion, both internally and within the wider international development community.

- Collaborate with and support related Mission projects to ensure they are reaping the benefits of digital tools and services. Coordinate and support development and testing of innovative digital products and processes to strengthen and improve efficiency and effectiveness of USAID programming, monitoring and evaluation, advocacy and communication. Provide technical support for specific digital interventions (e.g., mobile phone based systems for real-time data collection, including negotiations with mobile network companies and other service providers).

- Identify and facilitate the use of appropriate implementing mechanisms that best meet program needs, facilitating expert guidance during the design of activities employing digital tools.

- Support and advise USAID CORs/AORs to manage complex and innovative programs designed to foster the scientific, technical and partnership goals of the Lab and the Mission. Take actions to further program needs.

- Perform and/or evaluate data-driven analyses of project success in achieving stated goals. Identify opportunities for further improvement and take steps to make appropriate changes. Based on project activities and findings, as appropriate, identify and recommend changes to law, regulation or policy.

Strategic Planning and Support (30%)

- Provide a technical perspective to ongoing Mission programming, introducing and supporting policies and processes that enable incorporation of digital tools and analytical capacity in the Mission's portfolio.

- Work closely with Mission staff across teams and across sectors to review and identify optimal entry points for digital tools and analytical support. Build digital technology and Principles for Digital Development into requests for proposals (RFPs) and contracting language. Proactively scout for new ideas and opportunities within the local digital community, among USAID partners and externally, and include them in strategic planning for the Mission. In particular look at approaches or technologies that can be implemented in an integrated fashion across sectors or across offices.

- Manage processes intended to identify and act upon opportunities to further define and address pressing development challenges through digital and analytical means.

- Build collaborative relationships within the Mission, the Agency, and with implementing partners, to identify and incorporate digital solutions with relevance in the local context. Keep partners appraised of progress and critical issues. As appropriate, identify additional entities capable of adding value to the project, and seek support.

- Identify opportunities for new external partnerships with the government, private sector, local partners and others on digital global goods, common architectures, interoperability and public use (e.g., shared shortcodes) and lead proposal and partnership development efforts in close collaboration with the Mission, and with support from the Lab where applicable.

- Prepare and present concept papers, background analyses, and briefings to build support for the use of digital tools throughout the Mission.

10. **AREA OF CONSIDERATION:** Open to US Citizens. 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. Resident Hire U.S. Personal Services Contractor (PSC) means a U.S. citizen or resident alien who, at the time of hire as a PSC, resides in the cooperating country –

   (i) for reasons other than employment that provides for repatriation to the U. S., including--
      a. with a U.S. government agency;
      b. under any U.S. government-financed contract or agreement; or
      c. under any other contract or employment arrangement.
   (ii) as a spouse or dependent of a U.S. citizen with employment that provides for repatriation to the U.S., including –
      a. with a U.S. government agency;
      b. under any U.S. government-financed contract or agreement; or

c. under any other contract or employment arrangement.

11. PHYSICAL DEMANDS
   The work requested is primarily sedentary and does not involve undue physical demands.

12. POINT OF CONTACT: USAID Human Resources Office, email
   [kigalihr@usaid.gov.](mailto:kigalihr@usaid.gov)

II.   MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education and work experience requirements must be met at time of application.

a. **Education:** Bachelor's degree in arts or sciences, supported by significant training in information and communication technology or digital development.

b. **Prior Work Experience:** Five years of experience working with digital technology to provide solutions to solve problems (ex: development challenges, support government policy, business challenges, etc). This includes experience with mobile devices and solutions that support data/information collection and sharing, such as solutions that use SMS, IVR, USSD, smartphones, tablets, ruggedized computing and other emerging technologies and software.   Experience should include integration of data driven software solutions, preferably in business intelligence (BI), or data analytics and visualization including appropriate knowledge of system architectures and interoperability approaches. Software product or project management experience is highly desirable. Additionally, experience building, facilitating, coordinating, and maintaining large-scale collaborative efforts between numerous donors, NGOs, private industry partners, and other stakeholders desirable.

c. **Job Knowledge:** Mastery / specialization in an area of digital technology. The Digital Development Advisor must be able to support the integration of digital technology and approaches into activity and project designs, and supervise the implementation of work that leverages digital systems and approaches; and must be able to take advantage of opportunities to work collaboratively with local governments, private sector partners, NGOs, innovators, tech communities, and others to institutionalize the use of digital technology across Mission offices. The Advisor must be capable of assisting in the writing and review of activity designs, monitoring and evaluation plans, and related documents that incorporate digital technology. The Advisor will demonstrate strong capabilities in the following technical areas of expertise:

•   Working with mobile devices and digital solutions for data collection and sharing, preferably in the international development environment, including a comprehensive understanding of solutions using SMS, IVR, USSD, smartphones, tablets, ruggedized computing and other emerging technologies.

- Evaluation, development, and integration of data driven software solutions, preferably in business intelligence (BI), or data analytics and visualization including appropriate knowledge of system architectures and interoperability approaches.

- Using or working with GIS software to include providing data analysis and data visualization products.

- Supporting or working with Digital Payment providers and/or applications with a particular focus on improving financial inclusion

- Building, facilitating, coordinating, and maintaining large-scale collaborative efforts between numerous donors, NGOs, private industry partners, and other stakeholders.

- Working in start-up companies/organizations. Entrepreneurial failures are considered as valuable learning experience.

III.   SELECTION PROCESS

To meet the basic eligibility requirements for this position the offeror must:

- Be a U.S. citizen;
- Submit a complete application submitted as outlined in the section IV;
- Be eligible to attain clearance for Facility Access;
- Be cleared medically to work in Rwanda;
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be referred to a technical evaluation committee (TEC). Applications from candidates who do not meet the minimum requirements will not be referred.

The TEC will review the applications and create a short list of applicants to be interviewed. Short-listed candidates will be evaluated based on information presented in the application and interview and obtained through reference checks. References of short-listed candidates will be checked; applicant references must be able to provide substantive information about past performance and abilities. *(If an applicant does not want a current employer contacted, please highlight such a request in the application cover letter. USAID will delay such reference checks pending the applicant's concurrence.)*

BASIS OF RATING

Applicants are rated on the evaluation factor and their interview performance, as outlined below. Reference checks will be conducted and are rated as pass or fail.

Application Review   35 points

Application will be reviewed and scored based on the quality of experience and knowledge

to successfully perform the described duties. The candidate is encouraged to create a digital portfolio that can be shared with the TEC to demonstrate the desired job knowledge as outlined in II.c. (This digital portfolio need not be included in the application package; it will be requested by the TEC.)

Interview Performance   65 points

Interview questions will revolve around the candidate's:

- Knowledge in writing and review of activity designs, monitoring and evaluation plans, and related documents that incorporate digital technology;
- Knowledge in using or working with GIS software to include providing data analysis and data visualization products;
- Demonstrated ability in working with mobile devices and digital solutions for data collection and sharing, preferably in the international development environment, including a comprehensive understanding of solutions using SMS, IVR, USSD, smartphones, tablets, ruggedized computing and other emerging technologies;
- Demonstrated ability in Evaluation, development, and integration of data driven software solutions, preferably in business intelligence (BI), or data analytics and visualization including appropriate knowledge of system architectures and interoperability approaches; and
- Demonstrated ability in building, facilitating, coordinating, and maintaining large-scale collaborative efforts between numerous donors, NGOs, private industry partners, and other stakeholders.

Total Possible Points: 100 points

Reference Check   Pass/Fail

IV. APPLYING

1. 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

2. In addition to the AID 309-2, offerors will submit a cover letter with their résumé or curriculum vitae.

3. 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 12**.

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

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Questionnaire for Sensitive Positions for National Security (SF-86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)

VI.   BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a resident hire PSC is authorized the following benefits:

(a) Employer's FICA Contribution
(b) Contribution toward Health & Life Insurance
(c) Annual Increase (when approved by Congress, and pending a satisfactory performance evaluation)
(d) Annual and Sick Leave

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/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

    See: AAPD 18-02, AAPD 16-03, AAPD 15-02, AAPD 10-01, AAPD 06-10, AAPD 06-08, CIB 99-15

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 .