



# USAID | NIGER

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068321R10001

**ISSUANCE DATE:** December 9, 2020

**CLOSING DATE:** January 8, 2021

**SUBJECT:** Solicitation for an USAID Project Management Specialist (Education)  
Cooperating Country National Personal Services Contract (CCN/PSC) -  
(Niger Local Compensation Plan)  
USAID/Niger

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 **Attachment 1** 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,

Rodney Stubina  
Deputy Regional Executive Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068321R10001
2. **ISSUANCE DATE:** December 9, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** January 8, 2021, 2020- 5:00 p.m. (Senegal time)
4. **POINT OF CONTACT:** Recruitment team, email at [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Education)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy and Affiliated Agencies in Niger. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a September 1, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a February 1, 2021 to January 31, 2022
Option Period 1:	o/a February 1, 2022 to January 31, 2026

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Niamey, Niger, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY ACCESS:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

The USAID Project Management Specialist (Education) will serve as USAID/Niger's advisor on the global USAID Education Policy, the USG International Basic Education Strategy and the USAID/Niger basic education and higher education programs. S/he reports to the Director, Office of Education. S/he occupies a key position within the Office. The incumbent provides programmatic support for a variety of on-going activities in the country. This position provides high-level professional advice and assures the effective management of the Education portfolio of activities including donor coordination, Government

of Niger (GON) liaison, and strengthening collaboration across various activities to support various activities at USAID/ Niger.

The incumbent participates as a key member of the USAID/Niger Education Office and closely liaises with other technical offices to analyze perspectives, trade-offs, and ways of wielding strategic influence in the sector. S/he is able to present a composite view of the sector on short notice and to work under pressure. The incumbent should be highly motivated, capable of working independently and as part of a team. S/he must have a working knowledge of the entire Niger program portfolio and keep abreast of key issues that arise in all programs. S/He maintains working relations with all implementing partners, liaises with key Embassy officials on Mission reporting as required, and ensures normal functioning of the office programs in absence of the designated managers. On a regular basis, the incumbent meets with senior GON officials to discuss on-going programs, issues, and potential future collaboration.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Project Management 50%**

The USAID Project Management Specialist is responsible for the management of education sector activities in Niger. S/he acts as an advisor on project planning and implementation, monitoring and evaluation, financial supervision, and other complex issues. S/he ascertains progress, identifies delays and problems, and recommends solutions.

The incumbent serves as one of the primary contacts in the Education Team and the larger USAID/Niger Team where the members in charge of various programs must support one another to ensure a cohesive and synergistic program. S/he should be familiar with project/program management and have a working knowledge of relevant documentation (Task Orders, Cooperative Agreements and grant documents, contracts, evaluations, analyses and Implementing Partner (IP) reports), as well as work plans and monitoring and evaluation plans for assigned activities.

### **Program Policy Analysis and Reporting 25%**

The incumbent serves as an expert and advisor on education issues and is responsible for creating close working relationships with relevant government officials, donors working in related fields, and U.S. government staff in Niger. As a development specialist, s/he plays a decisive role in the successful implementation and oversight of project activities in Niger by providing ongoing guidance, advice, and support to project implementation. In addition, s/he shapes technical content of GON education strategies.

Measures education programs' success against established goals and objectives in the Mission Strategy and the Education Program Performance Monitoring Plan (PMP) and updates the PMP as required. Reviews all activity operations under his/her purview and takes action, including recommending activity evaluations, modifications, measures to rectify implementation problems, or to improve monitoring and reporting. Identifies existing and potential problem areas and proposes specific actions to resolve them in consultation with appropriate Mission/Regional staff and contractors/grantees.

Prepares program/project documents, including concept papers and program descriptions. Prepares briefing reports, memoranda, speeches, talking points, press releases, sector profiles, project fact sheets, success stories and other essential communication as required by USAID/Niger, USAID/Washington, U.S. Embassy, media, and others. The incumbent leads on all outreach activities, and acts as an official USAID representative on field visits to activity sites.

**Technical Advice 25%**

In collaboration with other USAID/Niger technical staff and USAID's regional staff in Dakar, the incumbent will monitor the performance of USAID's Implementing Partners executing education activities to ensure compliance with agreements and project targets. The incumbent will ensure that these activities conform to USAID's rules and regulations and are aligned with GON policies and international best practices. The incumbent must have technical knowledge of some of the following education sub-specialties: policy reform and development, education system planning and management, decentralization, improving and measuring learning outcomes, social and emotional learning, soft skills, accelerated education, primary and secondary schooling, youth workforce development, and higher education.

As a technical specialist, advises on and manages education activities. Supports activities within the sector by reviewing and analyzing data and providing assistance and advice on education issues. Assists in formulating, coordinating, and managing strategy, policies, concepts, procedures, guidelines, and models for education programming in Niger. Analyzes constraints to development, both sector-wide and country-specific, and recommends courses of action. Coordinates assigned activities with other USAID teams, the Department of State, and other USG agencies. As directed, may lead drafting responses to incoming correspondence related to education in Niger, ensuring Mission clearances, and timely responses.

Advises senior USAID/Niger Team and other Mission management on the political, economic, and social developments affecting educational development in Niger; coordinates with the Program Office, and other technical offices.

The incumbent will represent USAID among key stakeholders active in the education sector in Niger. S/he will also ensure that USAID's education activities are integrated within USAID's wider resilience efforts and coordinated with other related programs in Niger.

**Supervision Received:** The incumbent reports to the Director of the USAID/Niger Education Office. Assignments are made via annual work objectives, daily email exchanges, and/or weekly coordination meetings.

**Supervision Exercised:** This position is non-supervisory.

**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

a. **Education:** Minimum of a Bachelor's degree (or equivalent) in Education, social sciences, or a related

field.

- b. **Prior Work Experience:** At least five (5) years of progressively responsible and relevant experience in the design, management, and monitoring of education programs. Relevant experience includes working with international organizations, non-governmental organizations, local organizations, foundations, or ministries of education/other public sector education entities.
- c. **Post Entry Training:** : Training in Agency approaches to project design, implementation, and reporting (Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR) certification; Introduction to the Program Cycle; Program Cycle Overview; Project Design; and Project Design Management; Positive Youth Development; Education-specific training; Gender Training). Technical updates on educational programming in the Sahel. Computer skills and other information technology training specific to USAID.
- d. **Language Proficiency:** Fluency at Level 4 for French and English. Fluency in one or more widely spoken Nigerien languages.
- e. **Job Knowledge:** The incumbent must have broad technical knowledge of international education issues, as well as trends in Niger and Africa in general. S/he should have thorough knowledge of the Nigerien education system, its evolution and the challenges it faces in its education reform as proposed by Nigerien education sector plans and policies. More broadly, the incumbent must have technical knowledge of some of the following education sub-specialties: policy reform and development, education system planning and management, decentralization, improving and measuring learning outcomes, social and emotional learning, soft skills, accelerated education, primary and secondary schooling, youth workforce development, and higher education. Through past work experience, the incumbent must possess knowledge of education program design, program management, and program monitoring and evaluation, and program financial management. The incumbent should be familiar with project/program documentation (task order, cooperative agreements and grant documents, evaluation, and field trip reports); key reporting documents such as the operational Plan (OP), Mission Resource Request (MRR), and Performance Plan and Report (PPR); outstanding implementation issues as well as work plans and Monitoring Evaluation and Learning plans for activities.

f. **Skills and Abilities:**

The incumbent will need to understand and analyze education sector data and issues based on reading, discussion, and observation in order to provide written and oral recommendations, options and strategies; have the ability to develop and lead a rigorous Performance Monitoring and Evaluation Plan. S/he will be able to compile, analyze, and present education data in a variety of formats (charts, graphs, etc.); to understand the significance of standardized assessment data; to organize workshops and performance monitoring reviews for different program stakeholders; and to conduct administrative, technical, and financial management of large-scale technical programs. S/he is able to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner; to deal with various program management and implementation issues; to take a broad view on scalability and fidelity of implementation; to participate in planning for potential future education projects, including identifying opportunities for integrating development assistance principles with Niger's national education sector program; participating in the formation of policies and guidelines to further education activities. S/he possesses skills and is able to effectively interact and function in a team setting; communicate regularly and work jointly with other members of the USAID team. S/he takes initiative and manages time effectively to achieve results while working in a team context. S/he is able to represent USAID in discussion and policy dialogue with government, donors, and other education sector stakeholders. In particular, this entails education sector governance, such as levels of fiduciary risk, effective supervision, fiscal decentralization, geographic focus/targeting, teacher

placement and labor strikes. S/he is capable of preparing budgets and reports using MS Office software (especially Excel).

### 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>.

#### Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

#### Minimum qualifications (Yes/No)

**Education:** Minimum of a Bachelor's degree (or equivalent) in Education, social sciences, or a related field.

**Prior Work Experience:** At least five (5) years of progressively responsible and relevant experience in the design, management, and monitoring of education programs. Relevant experience includes working with international organizations, non-governmental organizations, local organizations, foundations, or ministries of education/other public sector education entities.

**Language Proficiency:** Level 4 required in both English and French (Speaking/Reading/Writing). Knowledge of one or more widely spoken Nigerien languages is also required.

#### Knowledge, Skills and Abilities

##### **Technical and Analytical Skills 50%**

- Thorough knowledge of the Nigerien education system, its evolution and the challenges it faces in its education reform.
- Broad technical knowledge of international education issues, especially in Africa.
- Must have technical knowledge of at least three of the following education sub-specialties: policy reform and development, education system planning and management, decentralization, improving and measuring learning outcomes, social and emotional learning, soft skills, accelerated education, primary and secondary schooling, youth workforce development, and higher education.

- Demonstrated ability to understand and analyze education sector data and issues based on reading, discussion, and observation in order to provide written and oral recommendations, options and strategies; high-level strategy development, analysis of education policies, develop future education projects, including identifying opportunities for integrating development assistance principles with Niger's national education sector program.
- Demonstrated ability to represent USAID in discussion and policy dialogue with government, donors, and other education sector stakeholders.

#### **Program/Project Management Skills 25%**

- Knowledge of education program design.
- Experience with administrative and technical management of large-scale education programs.
- Knowledge/experience in monitoring, evaluation, and learning: have the ability to develop and lead a rigorous Performance Monitoring and Evaluation Plan and conduct reporting of program progress and results.
- Ability to organize and lead workshops for different stakeholders in areas such as performance monitoring reviews and work plan reviews.
- Financial management of grants/contracts.

#### **Other skills (soft skills, IT skills) 25%**

- Knowledge of Microsoft Office suite of applications. Proficiency with the Google Suite of applications (gmail, calendar, docs, sheets, presentations).
- Ability to compile, analyze, and present education data in a variety of formats (charts, graphs, etc.) and to prepare budgets and reports using spreadsheet software.
- Able to effectively perform in a team environment.
- Excellent communications skills.
- Ability to take initiative, manage time effectively, and work under minimal supervision

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

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) **with the following email subject line: [name of applicant] SOLICITATION 72068321R10001 USAID Project Management Specialist (Education).**

Qualified applicants are required to submit the following five (5) items in separate email attachments in the one email submission :

1. **Cover letter/Letter of Interest:** The cover letter should contain an overview of the applicant's qualifications and must state how the applicant meets the minimum education and prior work experience qualifications as stated in Section III of this solicitation. The filename should be: Cover letter [name of applicant] SOLICITATION 72068321R10001
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068321R10001
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information

regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068321R10001

4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form**.
5. Copies of relevant **Academic Degrees, certificates and other documents supporting the application** should be submitted in a single PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068321R10001

Offers must be received by **January 8, 2021** and submitted in [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

NOTE: This position requires the submission of complete forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in the applicant not being considered for employment.

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

#### **VII. TAXES**

In accordance with Mission policy and local labor laws.

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

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](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 & 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> .