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RE-SOLICITATION NUMBER: 72068619R0003

ISSUANCE DATE: August 27, 2019
CLOSING DATE: September 09, 2019

SUBJECT: Re-Solicitation for a USAID Project Development Specialist (Peace & Governance)
Cooperating Country National Personal Services Contract (CCN/PSC) -
(Burkina Faso US Embassy Local Compensation Plan)

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 re-solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this re-solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This re-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,

Angela Williams-Bostic
Contracting Officer



Attachment 1

I. GENERAL INFORMATION

RE-SOLICITATION NO.:	72068618R0003
ISSUANCE DATE:	August 27, 2019
CLOSING DATE:	September 09, 2019
POSITION TITLE:	USAID Project Management Specialist (Peace & Governance)
MARKET VALUE:	Salary equivalent to grade FSN-10 equivalent, in accordance with AIDAR Appendix J and the Local Compensation Plan of American Embassy and related agencies in Burkina Faso. Final compensation will be negotiated within the listed market value.
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.
PLACE OF PERFORMANCE:	Burkina Faso
SECURITY LEVEL REQUIRED:	Facility access

1. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

Under the direct supervision of the Democracy, Rights & Governance (DRG) Officer, the Peace and Governance Specialist (PGS) is responsible for the management of peace, security and governance activities in Burkina Faso, particularly in the area of Countering Violent Extremism (CVE), but also including governance efforts within USAID’s resilience programming. The PGS acts as advisor on project planning and implementation, monitoring and evaluation, financial management supervision, and other issues as needed.

The PGS should possess a thorough knowledge of the Democracy and Governance portfolio, and keeps abreast of technical developments in the country. The PGS is familiar with project management and understands the various types of documentation -task order, cooperative agreement, and grant documents, evaluations and field trip reports- as well as work plans and monitoring and evaluation plans. S/He maintains close working relations with the implementing partners, USAID regional staff in Accra and Dakar, and assumes management functioning of the technical office in the absence of the Governance and Democracy Officer.

This position requires exercise of broad individual judgment, overseeing the management of resources, implement programs, and coordinating relations with high-level representatives inside and outside of the USG. The political environment in Burkina Faso is highly complex and frequently unpredictable, and the PGS



must be flexible and able to provide advice on peace and governance approaches and activities amid rapidly changing circumstances.

MAJOR DUTIES AND RESPONSIBILITIES

The primary technical role of the PGS is to serve as the Burkina Faso activity manager for the CVE portfolio, and advise on DRG programming, and DRG components within the resilience portfolio. In addition, the PGS must also serve as a subject matter expert on the DRG sector and provide regular updates to his/her USAID colleagues regarding the sector development.

Program Management - 50%

The incumbent ensures day to day communication and interaction with USAID project implementing partners. Provides technical oversight of implementing partners, ensures that implementing partners fulfill the requirements of their contract/grant in accordance with the terms, conditions and specifications of such contract/grant. S/He communicates regularly with the contract/grant managers for each project to harmonize USAID technical direction and project management.

S/He conducts site visits and meets regularly with implementing partners to assess progress of activities. Organizes and coordinates consultants and USAID staff field visits. Identifies implementation problems, issues and constraints, and recommends remedial actions and other ways to improve performance.

Keeps key staff at USAID offices in Accra West Africa Regional Office, Dakar Sahel Regional Office, and Burkina Faso fully informed of his/her work actions as they relate to the different projects. Supports evaluations as needed or as directed by the contract/grant managers to identify program constraints and recommend program interventions.

S/He participates in activity design and related technical, policy, procurement, gender, and budgetary analyses required to implement agreed upon activities, including assessing both gaps and opportunities at the intervention level; identifying various organizations that could serve as change-agents; and, ensuring appropriate program/project documentation is professionally executed. Similarly, s/he supports the review of project designs, sub-grants and proposals for economic, financial, technical, social, and environmental soundness.

Communication and Reporting - 25%

The PGS serves as technical advisor to USAID on peace and security, governance, and other development issues. S/He provides inputs and perspectives on technical aspects relevant to program development and implementation. S/He advises U.S. government (USG) stakeholders on political matters regarding the Burkinabe administration and senior government leadership, and provides the most suitable approaches for dealing with the Burkinabe government officials and counterparts.

The PGS contributes to strategic planning and ensures all periodic reporting requirements to Ouagadougou, Washington, Accra and Dakar related to his/her programs are met. The PGS prepares key peace and governance documentation, including the Operational Plan, Performance Report, Congressional Budget justification, Mission Strategic Resources Plan. S/He writes up technical summaries and analytical reports as needed.



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The PGS coordinates the evaluation of peace and governance activities during and following project completion, to ascertain project impact and cost-effectiveness, including implications for future programming and financing.

The PGS is responsible for (1) collaborating with a broad range of partners and customers on strategic approaches on peace and governance issues, including CVE; and (2) obtaining and maintaining support and communication from partners, customers, and stakeholders on governance themes and issues.

Partners include regional institutions, such as ECOWAS, U.S. Embassies in the region, bilateral and multilateral donors, and other USAID bi-lateral missions in the region, other USG institutions, PVOs/Non-Government Organizations, think tanks, Congressional staff, and others. Customers include, but are not limited to, host-government counterparts, representatives of regional institutions such as ECOWAS, members of civil society organizations, and members of the general population.

Program Design - 10%

The PGS researches potential new areas of program intervention and drafts concept papers, results packages, and activity plans. S/He participates in program designs, evaluation, technical review and monitoring, and submits analysis and recommendations for program development purposes.

Representation - 15%

The PGS may be asked to represent USAID and/or the USG in its dialogue with host country officials and regional institutions' representatives in the Trans-Saharan Counterterrorism Partnership (TSCTP) region such as ECOWAS. On instruction from USAID/West Africa the PGS assists to represent USAID in various donors, government and development partners' forums related to programs under his/her purview.

Supervision Received: Supervisor: USAID/Burkina Faso Democracy and Governance Officer. Assignments are made via annual work objectives, daily email exchanges, and weekly coordination meetings.

Supervision Exercised: None.

2. AREA OF CONSIDERATION:

USAID policy is that the use of CCNPSCs is preferred over the use of TCNPSCs 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. USPSCs are also preferred over TCNPSCs with equivalent qualifications.

3. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

4. POINT OF CONTACT: usaiddakar-hr@usaid.gov



II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION AT FSN-10

- a. Education:** A Bachelor's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics, Statistics, Journalism or other social science discipline is required.
- b. Prior Work Experience:** Minimum of Six years of substantive professional work experience on Countering Violent Extremism (CVE) or democracy and governance issues is required. At least three years of development work experience is required, such as work with bi-lateral or multilateral donors or international non-governmental organizations.

III. EVALUATION AND SELECTION FACTORS

Selection process

After the closing date for receipt of the application, 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 move to the next application phase. Applicants who meet the minimum requirements will be asked to take an English competency test. Applicants who's test results demonstrate the minimum required competency in English will be finalist candidates and 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 performance and abilities.

Evaluation factors

Work Experience (35 points): The incumbent must have a minimum of six years of substantive professional work experience on Countering Violent Extremism (CVE) or democracy and governance issues. At least three years of development work experience is required, such as work with bi-lateral or multilateral donors or international non-governmental organizations.

Knowledge (25 points): The incumbent is required to have broad knowledge and understanding of the challenges related to terrorism and violent extremism in West Africa, including knowledge and understanding of activities and players in the field; and a detailed knowledge of development theory as it relates to peace and governance promotion; understanding of governance systems in West Africa and their nexus with violent extremism and resilience in the Sahel. Must be able to obtain, analyze, and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice. A good understanding of US foreign assistance priorities and excellent interpersonal skills are required. Demonstrated knowledge of Burkina Faso's history, culture, and development challenges it faces, especially as it pertains to CVE and governance.

Abilities and Skills (25 points): The incumbent will be required to demonstrate the following skills and abilities:

- Strong organization skills and the ability to work independently with little supervision;
- Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Embassy;
- Ability to work collaboratively to establish team goals and objectives;



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- Ability to work effectively under pressure and demonstrate flexibility to manage more than one activity;
- Ability to manage large, complex development assistance projects;
- Ability to transfer CVE technical knowledge into project designs and management;
- Ability to develop and maintain high level contacts (GOB, civil society, political parties) and productive working relationships;
- And strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct Internet research and management of other Internet resources, is required.

Language Skills (15 points): Level IV (Fluent) in both English and French (speaking, writing and reading) is required. Operational, managerial, and strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

Evaluation Summary:

- Prior Work Experience: 35 points
- Knowledge: 25 points
- Abilities and Skills: 25 points
- Language Skills: 15 points

TOTAL POSSIBLE POINTS: 100 points

IV. PRESENTING 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 **with the Solicitation Number and Position Title in the application submission Subject Line.**

Qualified applicants are required to submit:

1. **Signed Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
2. 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.
3. 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.**
4. Copies of relevant Academic Degrees



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Offers must be received by **September 09, 2019** and submitted in 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.

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 FOR PSC HIRES

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 and submit the following forms.

VI. BENEFITS/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 Burkina Faso.

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/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 .
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/OGES%20Regulations> .