



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: Ouaga-2020-024FSN/11

ISSUANCE DATE: December 01, 2020

CLOSING DATE: December 22, 2020

SUBJECT: Solicitation for a USAID Project Management Specialist (Peace and Governance)
Cooperating Country National Personal Services Contract (CCN/PSC)
(Burkina Faso 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 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, PhD
Deputy Regional Executive Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NUMBER:** Ouaga-2020-024FSN/11
- 2. ISSUANCE DATE:** December 01, 2020
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** December 22, 2020
- 4. POINT OF CONTACT:** Recruitment team, email at usaiddakar-hr@usaid.gov
- 5. POSITION TITLE:** USAID Project Management Specialist (Peace and Governance)
- 6. MARKET VALUE:** Salary equivalent to grade **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Burkina Faso. 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 January 2nd, 2021. 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 January 2, 2021 to December 31, 2022
Option Period 1:	o/a January 2, 2022 to December 31, 2026

- 8. PLACE OF PERFORMANCE:** US Embassy/USAID compound in Ouagadougou, Burkina Faso, 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 LEVEL REQUIREMENT:** Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

Under the direct supervision of the Democracy, Rights & Governance (DRG) Officer, the incumbent is responsible for the direct management of peace, security and governance activities in Burkina Faso that contribute to two project appraisal documents: Bridge and Resilience in the Sahel Enhance (RISE) II. This includes activities for the Counter Violence and Extremism (CVE), Good Governance, Political Competition and Consensus Building, Civil Society, and Human Rights program elements and areas. As a subject matter expert on peace and DRG issues, the incumbent acts as an advisor on project planning and implementation,

monitoring and evaluation, financial management, and other issues as needed. The incumbent should possess a thorough knowledge of the CVE and Democracy and Governance portfolios and keep abreast of technical developments in the country. The incumbent 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 manages the technical office in the absence of the Governance and Democracy Officer. This position requires exercising strong professional judgment, overseeing resource management and activity implementation, and managing relationships with high-level representatives inside and outside of the United States Government (USG). The political environment in Burkina Faso is highly complex and frequently unpredictable, and the incumbent must be flexible and able to provide advice on peace and governance approaches and activities amid rapidly changing circumstances.

The job may be expected to perform work-related travel.

MAJOR DUTIES AND RESPONSIBILITIES

1. Activity management for Resilience and CVE activities (35%)

- a. Serve as Contracting Officer's Representative (COR) or Agreement Officer's representative (AOR) for Burkina Faso contract and grant activities and Activity Manager for West Africa-financed CVE activities.
- b. Communicate regularly with the contract/grant managers for each activity to ensure compliance with USAID regulations and to harmonize their respective interventions and ensure each is contributing to USAID's higher-level objectives as described in project appraisal documents.
- c. Recommend changes in strategic and/or implementation approaches as required based on activity performance.

2. Communication and Reporting (25%)

- d. Contribute to strategic planning and lead development of performance information and reporting, including the Operational Plan, Performance Plan and Report, Congressional Budget Justification, and Mission Strategic Resource Plan. Write technical summaries and analytical reports as needed.
- e. Serve as technical advisor to USAID on peace and security and DRG issues in Burkina Faso. Provide perspectives and advise U.S. government stakeholders on political matters regarding the Burkinabe administration and senior government leadership. Recommend suitable approaches for dealing with the Burkinabe government officials and counterparts.
- f. Establish and maintain strong communication, information sharing, and collaboration with partners, customers, and stakeholders on peace and governance themes and issues.

3. Program/Project/Activity design and learning (25%)

- a. Represent the DRG team and USAID/West Africa's Regional Peace and Governance Office (RPGO) and its technical approach in the adaptation and/or evolution of peace and DRG activities under the RISE II and Bridge projects.
- b. Lead or support the design of new projects and activities, as needed.
- c. Represent the DRG team in the re/design, management, and monitoring of other sectoral activities as they are modified and adapted over the life of the project/activities.

- d. Maintain contacts with USAID/Washington to ensure visibility of new opportunities and relevant learning. Respond to USAID/Washington inquiries and facilitate the flow of information between mission and headquarters that is critical to giving the Agency a realistic view of the situation on the ground.
- e. Work closely with SRO's Monitoring and Evaluation and Collaboration, Learning and Adapting specialists, RPGO, and implementing partners to monitor DRG and CVE activities contributing to RISE II or Bridge. Track and evaluate results continuously. Analyze data and results to confirm the continuing validity of activity theories of change, assess cost-effectiveness, and to inform future programming decisions.

4. Representation (15%)

- a. Serve as USAID liaison with donor groups on good governance, decentralization and local governance, elections, human rights, and conflict resolution. Represent USAID at meetings when DRG Officer is unavailable or as requested by Supervisor or USAID West Africa, and brief USAID management and Embassy officials on area of expertise and latest developments. Promote donor coordination in alignment with host country government.
- b. 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 and the G5 Sahel.

Support visits and meetings of senior U.S. officials in Burkina Faso, including through preparation of briefing materials and, as needed, interpretation and translation.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the Foreign Service National Fellowship Program, in accordance with USAID policy.

Supervision Received: The incumbent will work under the direction and supervision of the Burkina Faso DRG Officer. The supervisor assigns work objectives in relation to program objectives and Mission priorities but the employee is expected to independently plan and carry out activities, selecting the approaches and methods to be used in solving problems, with minimal supervision. The incumbent will also receive guidance from RPGO related to CVE activities that they finance.

Supervision Exercised: This position is designated non-supervisory.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a Bachelor's degree in law, political science, international relations, public administration/public policy, political economy, international development, international relations, or other related social science field is required.
- b. **Prior Work Experience:** A minimum of seven (7) years of professional work experience is required, with a minimum of five (5) years of progressively responsible work experience in democracy, governance, decentralization and local government, political processes, CVE, and/or peace building, or other closely related development programs is required.

- c. **Post Entry Training:** Contracting/Agreements Officer's Representative certification as well as the prerequisites: Phoenix accruals, Introduction to Program Cycle (IPC), Project and Activity Design and Implementation (PADI), within one year of being hired.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Level IV (fluent) in spoken and written French and English is required. Will be tested.
- e. **Job Knowledge:** Solid understanding of government institutions and civil society groups. Proven institutional capacity assessment and capacity building experience. Thorough knowledge of DRG development theory in general, with specialty in increased transparency and accountability, peace-building, CVE, and/or decentralization in particular. Knowledge of politics, corruption, decentralization law and policies in Burkina Faso. Professional experience working with complex programming integrating governance with other sectoral interventions such as those in food security, agricultural value chain strengthening, water security, conflict mitigation and management, countering violent extremism, and shock responsive programming. Position requires knowledge and understanding of USAID procedures, regulations, and policies or a demonstrated ability to quickly learn organizational procedures, regulations and policies. The Specialist must be knowledgeable and confident enough in his/her sector and USAID objectives to represent it with external partners.
- f. **Skills and Abilities:** The incumbent must be able to work independently in a highly demanding environment with little supervision and/or direction and to professionally and efficiently manage multiple competing tasks at one time is required. The ability to problem-solve and proactively seek solutions to problems in areas of responsibility before they arise is desirable. Must have good teamwork skills and strong interpersonal skills; must be able to communicate complex and difficult policy and programmatic issues in a manner that is clear to knowledgeable laypersons without oversimplifying; and must be able to maintain and adhere to high standards of professional conduct. Superior writing and organizational skills are required to effectively: write scopes of work for technical studies; prepare field reports for site visits; prepare written and oral briefs and presentations for Mission management; complete program status reports, analyses and presentations; produce documents and briefings quickly and to prepare program design documents. Demonstrated ability to work well with a team with a wide range of individuals and organizations, including technical experts and contractors, host country partners (public and private sectors) and international organizations. Skills in the operation of personal computers is required, including demonstrated ability to use word processing, spreadsheets, and calendar software applications, especially the Google Drive suite.

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.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

Education (15 points):

A Master's Degree in political science, law, human rights, conflict prevention, governance, economics, development, or a related social science field OR a Bachelor's degree and 7 years of experience working in the above fields.

Work Experience (35 points):

The incumbent must have at least seven (7) years of progressively responsible managerial and/or Project management experience including at least five (5) years' experience working in the area of providing development assistance in two or more of the following areas: legal, regulatory, and policy frameworks; public administration and accountability ; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth.

Prior work or consultative experience with USAID or other bilateral or multilateral development agencies.

Knowledge (25 points):

The incumbent should have broad technical knowledge of two or more of the following areas related to USAID's strategic objectives for Burkina Faso: legal, regulatory, and policy frameworks; public administration and government accountability; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including counter violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth.

Abilities and Skills (25 points):

The incumbent should successfully demonstrate the following skills and abilities:

- Strong organizational skills and the ability to work independently with little supervision.
- Excellent communication, presentation and interpersonal skills.
- Ability to work collaboratively with other team members.
- Ability to transfer technical DRG knowledge into project designs, project reports, and policy papers.
- Ability to work in a team environment and across USAID offices and other USG agencies.

- Ability to manage complex development assistance projects.
- Ability to develop and maintain high level contacts (GOBF, donors, civil society, political parties) and productive working relationships.
- Ability to work effectively under pressure and demonstrate flexibility to manage more than one activity at a time.
- Strong computer skills to conduct work using MS Word, Excel and Power Point.
- Strong analytical skills and the ability to inter-relate conflict trends, dynamics and climate as well as democracy and governance issues, trends and developments to the broader political forces and factors at work in the host country.
- Creativity, flexibility, self-motivation and the ability to prioritize workloads to meet deadlines.
- In addition, the incumbent will be expected to attend meetings, conferences, and workshops, at which s/he will be expected to represent the democracy, governance, and conflict policies and program objectives of the USAID/Burkina Faso Country Office.

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 **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

Offers must be received by **December 22, 2020** 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 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 Burkina Faso.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; Miscellaneous; and Seniority

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 .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> . Pricing by line item is to be determined upon contract award as described below:
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> .