USAID | BENIN
FROM THE AMERICAN PEOPLE

Ladies and Gentlemen:

SUBJECT: Solicitation for a Personal Services Contractor (PSC) – General Development Advisor – Security, Equity, and Prosperity (SEP) Team Leader, USAID/Benin

Solicitation No.: SOL- 680-16-000002
Issuance Date: November 23, 2015
Closing Date: December 14, 2015
Closing Time: 12:00 noon local time

USAID/BENIN is an equal opportunity employer. We encourage all qualified candidates to apply. Persons with disabilities will be assisted and receive reasonable accommodation.

The United States Government, represented by the U.S. Agency for International Development (USAID) Benin is seeking applications from qualified local-hire USPSC/U.S. Citizen residing in Benin, interested in providing the services described below.

Any questions as well as submission of applications in responses to this solicitation must be directed to:
Any question will be accepted until November 30, 2015 only.

Lucrece Boko, Acquisition and Assistance Assistant
USAID/Benin
Office of Procurement
Marina Avenue
American Embassy
01 BP 2012
Cotonou, Republic of Benin
Email address: lboko@usaid.gov

USAID/Benin anticipates awarding one (1) Resident U.S. Citizen PSC contract as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award any contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

Sincerely,

Andrew K. Posacki
Executive Officer
USAID/Benin

U.S. Agency for International Development
01 B.P. 2012
Cotonou, BENIN
Tel: 229 21-30-17-92
Fax: 229 21-30-12-60

SOLICITATION INFORMATION

1.	SOLICITATION NUMBER:	SOL 680-16-000002
2.	ISSUANCE DATE:	November 23, 2015
3.	CLOSING DATE:	December 14, 2015 at 12:00 noon Local Time.
4.	POSITION TITLE:	General Development Advisor- SEP Team Leader.
5.	MARKET VALUE:	GS-13 (US $73,115 to US $95,048). See XV - COMPENSATION - for further information
6.	PERIOD OF PERFORMANCE:	12 months (1 year) with possible extensions of one (1) year up to five (5) years (subject to availability of funds)
7.	PLACE OF PERFORMANCE:	Cotonou, Republic of Benin.
8.	SUPERVISION:	USAID/Benin SEP Team Leader.
9.	AREA OF CONSIDERATION:	Only U.S. Citizens Resident hire

This is a USPSC Resident Hire position. Applicant must be a US Citizen residing in Benin.
U.S. Resident Hire *means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country 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 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 persons who at the time of contracting are lawfully admitted permanent residents of the United States.*

I. BACKGROUND

USAID/Benin, a sustainable development mission, is currently staffed with 23 Beninese nationals (FSN), 4 US Direct Hire Foreign Service Officers, 4 US Personal Services Contractors (PSC), and 1 Third Country Nationals (TCN). The USAID/Benin program has an annual program budget of approximately $25 million, primarily for health. Education and gender equity are critical sectors for sustained economic growth, improved health (including fighting the spread of HIV/AIDS), and continued democratization.

USAID/Benin has approximately $10 million invested in numerous multi-year, multi-sectoral projects promoting gender equality and inclusion aim to ensure that marginalized Beninese groups gain confidence and actively participate in improving their own future. The program's goal is to achieve a more secure, equitable, and prosperous Benin through promoting improved equity and empowerment. The Security, Equity, and Prosperity (SEP) program is working to increase female participation in government, reduce gender-based violence (GBV), and increase women's roles in their communities. It is also working to reduce barriers and increase opportunities for disabled people, out of school youth and other disadvantaged populations. Finally, the SEP program also supports important legal reforms, judicial sector capacity building and public awareness raising on issues such as the reduction of corruption and combating transnational organized crime.

II USAID SECURITY, EQUITY AND PROSPERITY PROGRAMS (SEP)

Program Objective and Intermediate Results:

The SEP Program Objective is to promote *A more secure, equitable, and prosperous Benin.* The three Intermediate Results are:

1. Improved Equity and Empowerment for Women and Girls:

This IR focuses on increasing female participation in government, reducing GBV, and increasing women's roles in their communities.

2. Increased Opportunities for Disadvantaged Populations:

This IR focuses on building the capacity of disadvantaged populations in order to increase their opportunities to participate in the social, economic and political prosperity of Benin. "Disadvantaged populations" may include but are not limited to persons with handicaps, inhabitants of rural villages, and economically disadvantaged groups.

3. Strengthened Rule of Law:

This IR focuses on advocating the adoption of important legal reforms and raise public awareness of key aspects of the Beninese criminal justice system to fight against corruption and transnational organized crimes Since female representation and participation in the political system remains low in Benin, another key aspect of this IR is to ensure that the legal system is conducive towards having more women leaders in the government.

Currently, and into the near future, Security, Equity and Prosperity Program team will collaborate to develop several new activities under the SEP strategy, or possibly develop a new strategy.

III DUTIES & RESPONSIBILITIES OF THE POSITION

The incumbent shall report directly to the USAID Representative and shall serve as the General Development Advisor for the SEP Program. Overall, s/he shall provide direction for SEP programs, oversee the design and implementation of SEP activities, monitor progress toward planned results, and ensure accountability for USAID resources. The SEP General Development Advisor will develop and negotiate an annual work plan with the USAID Representative who will evaluate his/her performance periodically during the term of the contract. SEP General development will supervise two FSN staff, a Project Management Specialist and a Program Assistant. More specifically, the General Development Advisor shall perform the following:

Technical Oversight (50%):

- Serve as the principal general development advisor to USAID/Benin
- Provide guidance to Assistance/Contracting Officer's Representative (A/COR) in managing activities under the Mission's SEP program
- Monitor and strengthen the SEP Performance Management Plan

- Monitor and evaluate SEP education activities, including assessing progress and technical assistance requirements

- Lead and coordinate the design of new activities by actively seeking additional funding to expand current portfolio

- Collaborate with Acquisitions and Assistance, Program, and Financial Management offices to complete actions

- Participate in the activities of the Education, Gender and other relevant donor groups as needed

- Serve as A/COR for awards and carry out activity management duties.

Team Development and Supervisory Functions (30%):

- Direct team development and supervision, including development of staff work objectives

- Provide guidance and feedback to employees, and prepare annual evaluations

- Support and improve the competency of the SEP staff, ensuring that they understand and follow USAID regulations, and providing training in technical areas when necessary

- Maintain close contact with education, gender, climate change and other relevant specialists in USAID/Washington and relevant teams in other USAID missions to exchange information ensure that USAID/Benin's program reflects Agency best practices

- Follow and interpret USAID budget, program, and procurement guidance to ensure that the SEP program is in compliance with USAID policies

- Perform other specific duties as assigned by the USAID Representative

Monitoring and Evaluation (10%):

- Contribute to semi-annual reviews of projects

- Monitor policy development and implementation by the relevant ministries and donors to assess the environment for implementing SEP activities

- Ensure that regular field trips are taken to monitor activity implementation and assess the effectiveness of USAID interventions

- Update and implement the Performance Management Plan for the Security, Equity and Prosperity Strategic Objective, ensuring the establishment of appropriate indicators and data and the availability of reliable data

Strengthening Relationships with Partners (10%):

- Promote good relations with and provide technical oversight to USAID's implementing partners (relevant ministries, contractors, grantees, other donors and cooperating agencies, and local Beninese NGOs)
- Seek out opportunities for collaboration and increased funding to activities that fall within SEP's development objective
- Oversee USAID's role as the lead donor in relevant sector and maximize the collaboration among donors
- Ensure that proposed new activities conform to the Mission's approved strategy
- Ensure that USAID partners understand USAID narrative and financial reporting requirements and are able to meet Mission reporting standards

V. REPORTS AND WORK PLANS:

Within 1 month of signing the contract, the contractor will develop a work plan, work objectives and training plan covering each year of the contract period for review and approval by the Supervisor.

VI. PERIOD OF SERVICE TO USAID/BENIN, SECURITY AND MEDICAL CLEARANCE:

The initial term of the contract will be for one (1) year. The contract will be renewable subject to availability of funds and Mission requirements with one (1) year options up to five (5) years.

i) Medical Clearance: Prior to signing a contract, the selected individual and eligible dependents will be required to obtain a medical clearance or waiver to work in Benin. Instructions for obtaining the medical clearance will be forwarded to the selected individual once negotiations have been concluded.

ii) Security Clearance: Prior to signing a contract, the selected individual will be required to obtain a Facility Access Certification. Temporary clearances will be requested while a personal background investigation is conducted. Instructions for obtaining the security clearance will be forwarded to the selected individual once negotiations have been concluded

VII. REQUIRED QUALIFICATIONS

1) Education and work experience

- Master's Degree in Social Services, Education, or any field relevant to international development is required. A Master's Degree in International Studies or related field will be an added advantage.

- Minimum of five (5) years of experience working in developing countries in the management and implementation of general development activities, including experience in strategic portfolio planning, as well as management, budgeting, planning, design, implementation, monitoring and evaluation of general development programs.

- Prior working experience as a technical advisor or manager for a donor agency, international NGO or public sector organization.

2) Language Communication Skills:

- **French** – minimum Level 3 is required. The incumbent possess a high degree of professional proficiency in both written and spoken French – i.e. must be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics. Must be able to read within a normal range of speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects.

- **English** – minimum Level 4 is required. The incumbent possess a high degree of professional proficiency in both written and spoken English - i.e. must be able to use the language fluently and accurately on all levels normally pertinent to professional needs. Must be able to read fluently and accurately all styles and forms of the language pertinent to professional needs.

3) Special Skills:

- Effective use of word processing and data management systems and applications, such as Windows 2000, Word, Excel, PowerPoint, Internet and email applications.

4) Clearance Requirements:

- The selected candidate must obtain medical and security clearances.

VIII. EVALUATION CRITERIA:

1. Education: 10 points

   Master's Degree in Social Services, Education, or any field relevant to international development is required. A Master's Degree in International Studies or related field is preferable. This criterion will be verified in the applicant's resume.

2. Work Experience: 45 points

Applicants must have a minimum of five (5) years of progressively responsible professional-level experience working in developing countries in the management and implementation of general development activities, including experience in strategic portfolio planning, as well as management, budgeting, planning, design, implementation, monitoring and evaluation of general development programs. In addition, prior working experience as a technical advisor or manager for a donor agency, international NGO or public sector organization is required. Applicants should have professional experience which demonstrates experience in leading teams, sensitivity to socio-cultural aspects bearing on general development and ability to deal with government officials at all levels. This criterion will be verified in the applicant's resume.

3. Skills: 45 points

Fluency in English: (20 points): Applicants must have a minimum of full professional proficiency in English, including an ability to use the language fluently and accurately on all levels normally pertinent to professional needs. This means that s/he 1) can understand and participate in any conversations within the range of own personal and professional experience with a high degree of fluency and precision of vocabulary; 2) would rarely be taken for a native speaker, but can respond appropriately even in unfamiliar situations; 3) makes only quite rare and unpatterned errors of pronunciation and grammar; and 4) can handle informal interpreting from and into the language. English skills at the ability of native or bilingual proficiency are preferred. This criterion will be verified in the oral interview.

Fluency in French: (10 points): Applicants must have a minimum professional working proficiency in French. This includes 1) ability to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics; 2) ability to discuss particular interests and special fields of competence with reasonable ease ; 3) complete comprehension for a normal rate of speech; 4) a general vocabulary which is broad enough that he or she rarely has to grope for a word ; 5) an accent which may be obviously foreign, but has a good control of grammar; and errors virtually never interfere with understanding and rarely disturb the native speaker. This also includes an ability to read at a normal speed and with almost complete comprehension of a variety of authentic prose material on unfamiliar subjects and ability to write simple documents. This criterion will be verified in the oral interview.

Interpersonal Skills: (10 points) Strong interpersonal skills and the ability to communicate and work effectively in a team and manage conflict. This criterion will be verified in the applicant's resume and in the oral interview.

4. Computer skills: (5 points) Proficiency in Windows 2000, MS Word, Excel, PowerPoint and email applications. This criterion will be verified in the applicant's resume.

IX. SELECTION PROCESS:

After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accord with the evaluation criteria. Applications from candidates who do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be made only for applicants considered as finalists. 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, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications. The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate).

X. SUPERVISION:

Supervision Received: The General Development Advisor will work under the direct supervision of the Mission Director or, in her/his absence, under the supervision of the Acting Mission Director.

Supervision/Oversight over others: The General Development Advisor will supervise, mentor and evaluate two Foreign Service National staff and collaborate with and mentor the first tour American citizen Development Leadership Initiative (DLI) Education Officer assigned to the team.

XI. AUTHORITY TO MAKE COMMITMENTS:

The incumbent will have no independent authority to commit U.S. Government (USAID/Benin) funds on behalf of the U.S. Government.

XII. EXERCISE OF JUDGEMENT:

In instances not clearly covered in written guidelines, the incumbent will use his/her own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with colleagues at USAID, other USG government agencies and the Government of Benin as well as representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

XIII. LOGISTIC SUPPORT:

The logistic support provided by USAID/Benin includes office space and equipment, transportation in country for official meetings, work related travel arrangements/tickets and secretarial and translation services.

XIV. APPLYING

Applications must be received by December 14, 2015, 18:00 local time via email at the address:
lboko@usaid.gov

Please note that attachments to e-mail must be in Word format (.doc) and Adobe Acrobat

format (.pdf) only. Applications in zip or other compressed format will be rejected.

For applicants to be considered for this position, the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

1. **AID 302-3, Offeror Information For Personal Services Contract Form**

   Qualified applicants are requested to submit complete and hand-signed Offeror Information For Personal Services Contract (AID 302-3) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. **Resume/Curriculum Vitae**

Applicants shall submit a resume or a curriculum vitae which will contain the following information:

a) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, country of citizenship, if applicable highest federal civilian grade held (also give job series and dates held);

b) Education: date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);

Work Experience: provide the following information for each of your paid and non-paid work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and accomplishments (do not send job descriptions), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year),

The highest ranking applicants will be interviewed in person or by phone.

Application forms: **AID 302-3** available on www.usaid.gov/forms

Applicants should retain for their record copies of all enclosures that accompany their proposals. Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be Word 2000 or PDF format. Electronic submissions will be accepted.

N.B.: Mark submissions "SOL 680-16-000002". Late applications will not be accepted. Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). **No response will be sent to unsuccessful applicants.**

XV. COMPENSATION

The position has been classified at a **GS-13** level. The actual salary of the successful candidate will be negotiated within that range depending on qualification and previous earning history.

Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed below will be paid.

AS A MATTER OF POLICY, AND AS APPROPRIATE, A RESIDENT HIRE USPSC IS NORMALLY AUTHORIZED THE FOLLOWING:

Benefits:
1. Employee's FICA contribution*
2. Contribution toward Health and Life Insurance
3. Pay Comparability Adjustment
4. Annual Salary Increase
5. Annual and Sick Leave
6. Eligibility for Worker's Compensation

***Other than the benefits listed above, no other benefits or allowances will be paid to the selected candidate.**

Federal Taxes: USPSCs are not exempt from payment of Federal Income Taxes.

XVI. CONTRACT INFORMATION BULLETINS (CIBs) OR ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs.

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc to determine which AAPDs/CIBs apply to this contract.

XVII. LIST OF REQUIRED FORMS FOR PSCs:

1. **AID 302-3, Offeror Information For Personal Services Contract Form**

   Qualified applicants are requested to submit complete and hand-signed Offeror Information For Personal Services Contract (AID 302-3) available at the USAID website, on www.usaid.gov/forms. Applicants are required to sign and scan the certification at the end of the AID 302-3.

2. Questionnaire for National Security Positions (SF-86)**,
3. Authority for Release of Information (AID 610-14)**
4. Foreign Residence Data (AID 6-85)**
5. Fair Credit Reporting Act of 1970, As Amended**
6. Notice Required by The Privacy Act of 1974(AID 500-5) **
7. Fingerprint Cards (FD-258)**.

** The forms listed 2 through 7 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION