



# USAID | EAST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NO:** SOL-623-12-000005

**ISSUANCE DATE:** March 30, 2012

**CLOSING DEADLINE:** May 01, 2012, 5PM, Eastern Standard Time

**RECRUITMENT RANGE:** U.S. citizen (or U.S. resident alien\*) including “U.S. Resident Hire Personal Services Contractor” (“PSC”)

**POSITION GRADE:** GS-15 (\$99,628 -\$129,517) base-pay salary range

**SUBJECT:** Solicitation for US Personal Services Contractor (USPSC) - Team Leader/Director Position based in Kinshasa, Democratic Republic of Congo

**PERIOD OF REQUIRED SERVICE:** Two-years with three one-year option years

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID/East Africa), is seeking applications from qualified individuals interested in providing US Personal Services Contract (USPSC) services, as described in this Solicitation.

To apply please follow instructions provided in Section III., Application Submission Instructions. Prospective applicants are advised to be familiar with eligibility to be considered requirements stated in **Section I.4.**, below).

\*“U.S. Resident Alien”, shall mean an alien immigrant, legally resident in the United States, the Commonwealth of Puerto Rico, or the possessions of the United States, and having a valid “Alien Registration and Receipt Card” (Immigration and Naturalization Service forms I-151 or I-551).

Application packages should be submitted via e-mail to Mary Mwadime at [mmwadime@usaid.gov](mailto:mmwadime@usaid.gov) . Please quote the number and position title of this solicitation on the subject line of your email application.

U.S. Agency for International Development USAID/East Africa P.O. Box 629 Village Market 00621 Nairobi, Kenya	Courier Address: USAID/East Africa c/o American Embassy United Nations Avenue, Gigiri, Nairobi, Kenya	U.S. Postal Address: USAID/East Africa Unit 64102 APO AE 09831-4102	Tel: 254-20-862 2000 Fax: 254-20-862 2680 / 2682 <a href="http://eastafrika.usaid.gov">http://eastafrika.usaid.gov</a>
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## I. THE POSITION'S PRIMARY RESPONSIBILITIES

(other, consistent with the Office requirements, services may be required to be performed)

### I.1: Central Africa Regional Program for the Environment (CARPE) Time Horizon and Objectives:

**CARPE Time Horizon and Objectives:** The USAID Central Africa Regional Program for the Environment (CARPE) is a 25-year USAID regional initiative begun in 1995. The management team for Phase I was based in USAID/Washington, Africa Bureau from 1995-2002. The team coordinated work that was characterized as an exploration or identification phase, which identified and established the conditions and practices required to reduce deforestation and loss of biological diversity in Central Africa. CARPE Phase II was initiated in 2003 to support the US Presidential Initiative. Congo Basin Forest Partnership (CBFP), initially a 30-partner "Type II Voluntary Partnership" under the UN Sustainable Development Commission framework. CARPE Phase II was substantially a scaled-up operational phase comprising nine-countries, with the management team shifting its base to the USAID/DRC mission in Kinshasa, but being established as a separate and distinct Operating Unit termed USAID/Central Africa Regional (USAID/CAR), with a single program, still called CARPE. The Management Team is a relatively small group of environmental and development specialists, drawn from a variety of sources, but presently all five team members are either personal services contractors (PSC) or retained through USAID technical agreements with the US Department of Agriculture (PASA). The field-based Team supports a large number of implementing partners (IPs) and programs and projects. The program budget was increased from an average of US\$3M in Phase I to approximately US\$15-21M per year in Phase II and Phase III. In October 2011 a new Phase III is planned through 2020. The current portfolio comprises over 18 programs and projects with an annual budget of over US\$21M.

The Phase III Regional Development Cooperation Strategy (RDSCS) will build on CARPE's substantial work developing sustainable landscape management plans, strengthening local NGOs to advocate for policy and regulatory reform, monitoring forest and biodiversity through remote sensing and large-scale ground-based surveys, and to "institutionalize" these processes, approaches, and knowledge in the region. The Development Objective is to ***"maintain the ecological integrity of the humid forest ecosystem of the Congo Basin."*** The Phase III program is still being fully developed, but the strategic plan consists of four separate and highly related Intermediate Results (IRs) which when achieved will lead to success in reaching the Development Objective.

The development hypothesis for the RDSCS posits that: (1) if sustainable and sound natural resource management stabilizes deforestation and forest degradation and mitigates threats to biodiversity in the targeted landscapes, the greenhouse gas emissions from the forests will be stabilized to conform to "reference scenarios," and "keystone" biodiversity species will be conserved in these landscapes; and, (2) if CARPE succeeds in achieving the results envisaged through building sustainable landscape management capacity, an enabling policy and regulatory environment, systems for monitoring forests, GHG emissions and biodiversity, then the ecological integrity of the humid forest ecosystem of the Congo Basin will be maintained. In summary: increased capacity at the regional, national, and local levels together with a strengthened enabling policy environment will lead to large-scale greenhouse gas emission abatement, the conservation of biodiversity, and the ability of regional countries to transition from environmental degradation and poverty to climate resiliency and low emissions.

Tropical deforestation worldwide is a major contributor to emissions of greenhouse gases, accounting for at least 15 percent of global greenhouse gas emissions according to the Intergovernmental Panel on Climate Change (IPCC), and totals are higher if additional emissions from subsequent land use are counted. According to the UNFCCC, avoiding deforestation must play a central role in reducing greenhouse gas emissions, thereby mitigating global climate change. While deforestation and forest degradation in the Congo Basin cannot be completely arrested given the already alarming demographic and technological trends in the region, effective forest management will substantially stabilize emissions of greenhouse gases from deforestation and degradation. Maintaining intact forests will also provide many other ecosystems benefits such as biodiversity habitat, non-timber forest products, tourism, water sources, and economic opportunities for the burgeoning populations of Central Africa. Implementation of sustainable land-use management plans that include biodiversity conservation activities, and mitigation of threats to biodiversity, will contribute to the maintenance of the ecological integrity of the humid forest ecosystem of the Congo Basin.

The principal means of achieving the Development Objective (DO) is to strengthen institutional and human capacity at the regional, national, and local level. Institutions to monitor and manage the conservation and use of forest resources and to inventory, observe, and report on greenhouse gas emissions will be strengthened, and specific policy and regulatory reform will be promoted to favor greenhouse gas emission reduction in conjunction with more intensive and direct ground-level conservation programs. These achievements will establish enabling conditions for the nationwide and regional adoption of sustainable landscape strategies for forest areas beyond the 12 targeted landscapes. CARPE IPs include international conservation NGOs, Public International Agencies, US Federal Resources agencies, and the Central African Forests Commission (COMIFAC). The IPs work with African NGOs, research and education organizations, government agencies, and private-sector companies to evaluate threats to forests and biodiversity in Central Africa, to identify opportunities for sustainable forest management, and to work with African institutions, local communities, private firms, and government resource managers to build their capacity to more effectively manage the vast tropical forest resources of the Congo Basin. Under the RDCS for Phase III, CARPE will enter an institutionalization phase, and focus on global climate change mitigation through “sustainable landscape management,” as well as the conservation of biodiversity in six Central African countries (Cameroon, Central African Republic, Democratic Republic of Congo, Equatorial Guinea, Gabon, and the Republic of Congo).

**CARPE Rationale:** Central Africa contains the second largest area of contiguous moist tropical forest in the world. More than 80 million people live in the region, and these people depend on their rich forests and other biotic resources for their livelihoods and economic development. These forests form the catchment basin of the Congo River, a watershed of local, regional, and global significance. The forest provides valuable ecological services by controlling and buffering climate, and by absorbing and storing excess carbon dioxide released from the burning of fossil fuels, thereby helping to slow the rate of global climate warming.

The implementation of more sustainable management plans and practices will contribute directly to long-term, broad-based development. The improvements in natural resource governance that CARPE fosters will contribute to more general improvements in democratic governance, transparency, accountability, social stability, and reduction in violent conflict in the region as a whole. Monitoring is a crosscutting activity and will enable the program to be flexible and manage its activities adaptively in this dynamic region, as well as to demonstrate results on the ground. Results of the monitoring element will be disaggregated to reflect progress in the CBFP landscapes, distinct from progress in other geographic areas.

Gender is also considered as a crosscutting theme for CARPE partners. Mainstreaming gender issues have many benefits when seeking to achieve sustainable conservation and natural resources management. Deforestation in Central Africa results from complex livelihood-related behaviors practiced by many actors, including both women and men, and CARPE operates with sensitivity and attention toward gender issues, and in a manner that ensures equal participation and benefit by women. Central Africa has been a region with a significant risk of violent conflict since CARPE began in 1995, and despite some positive developments that risk still remains. The CARPE program has managed to operate and its IPs to carry out their conservation activities, despite wars and conflicts in parts of the region. The Strategic Plan for CARPE, Phase III will maintain flexibility, diversity of IPs, and commitment to a sustained field presence, features that have allowed CARPE to cope with conflict and continue to operate in an insecure environment since its inception in 1995. In addition, some of the activities and IRs being implemented in Phase II of the program, those related to sustainable natural resources management and to better governance, for example, address some of the root causes of conflict, with a view to diminishing those root causes and ultimately to reduce violent conflict.

CARPE management is located in USAID/DRC in Kinshasa, under the leadership of an expatriate Team Leader, the position herein, assisted by a US Personal Services Contractor (USPSC) expatriate Deputy Team Leader, a USPSC Global Climate Change Specialist, and up to three Foreign Service nationals (FSNs) and/or third-country nationals (TCNs). The core CARPE Team consists of personnel with authority to carry out inherently governmental functions on behalf of USAID and the USG, and full authority to manage the program under the general supervision and oversight of the USAID/DRC Mission Director, who is concurrently the Director of USAID/Central Africa Regional. In addition, an expanded team, consisting of both USG and non-governmental partners meets periodically in Washington to exchange views and coordinate their activities under CARPE. The expanded team includes non-U.S., as well as US, members. As USAID is legally responsible and accountable for CARPE funds, USAID procurement procedures govern implementation and provide a number of mechanisms for other USG agencies to participate, including on selection committees. All agencies must meet procurement integrity responsibilities.

### **I.3: POSITION DESCRIPTION**

#### **I.3.a: Basic Function of the CARPE Team Leader/Director**

The CARPE Team leader is the day-to-day director of the CARPE management team. S/he reports to the Operating Unit Director, who is concurrently the Mission Director, USAID/DRC. Under the general supervision of the Operating Unit Director, the Team Leader/Director has a wide-ranging management authority and discretion and plays the key and pivotal role in leading a highly specialized Team, providing overall program management leadership, planning support, responsibility for achieving specified results, monitoring the performance of the CARPE partners and the program overall, and coordination of implementing partners and donors. S/He is expected to exercise considerable independent judgment and initiative in executing all duties and responsibilities, and work with minimal direct supervision. His/her general responsibilities will consist of the following:

- Direct the CARPE Team in the management and oversight of the implementation of the entire CARPE program and all its activities.
- Serve as Agreement Officer's Representative (AOR) and/or Contract Officer's Representative (COR) for certain CARPE contracts, grants and agreements. S/He will also be involved in the planning and administration of interagency agreements (i.e. IAA/PAPA/PASA).
- Directly supervise, evaluate, manage and mentor all Team members.

- Coordinate and provide liaison and technical guidance on the development and implementation of the CARPE program with implementing partners, host country counterparts, and other donors specifically on the subjects of Global Climate Change/Sustainable Landscape (GCC/SL), forest conservation, biodiversity conservation and related technical subject matter.
- Coordinate all activities with the OU Director, the seven US ambassadors and embassies of the region and Washington stakeholders.
- Manage the OU budget, including allocation of budgetary resources to all implementing activities, plan all procurement actions and coordinate all regular reporting to Washington.
- Maintain frequent contact and coordinate actions with the State Department Africa Bureau and the Bureau of Oceans, Environment and Science.
- Assure and coordinate all OU systems are generating data and making regular reports as required.
- Responsible for the annual OU Operational Plan, Program Performance Results report, Congressional Notifications, Mission Strategic Resource Reports, quarterly financial reports and related OU reporting.

### **I.3.b: Specific Responsibilities**

1. Lead, delegate and often provide management oversight and supervision of the entire CARPE program and all its activities:

- a. Serve as COR/AOR for acquisition and assistance awards under CARPE. In such capacity, the incumbent will
  - (i) Work with the Regional Legal Advisor, Regional Acquisition and Assistance Officer, with CARPE individual country Field Offices and with USAID/Washington to coordinate and manage CARPE activities in each participating country and targeted landscape;
  - (ii) Oversee the work of contractors, grantees and recipients to ensure the achievement of the objectives set forth in the statements of work or the program descriptions of the awards and to verify that the USAID-funded activities conform to the terms and conditions of the award;
  - (iii) Recommend in writing to the Contracting\Grant\Agreement Officer when any changes to the statement of work or program description, technical provisions, and/or any other term or condition of the award are necessary, along with justification for the proposed action;
  - (iv) Review contractor and grantee work plans and recommend revisions where needed;
  - (v) Administer financial management responsibilities;
  - (vi) Organize the review of non-competition continuation applications;
  - (vii) Provide oversight for the Operating Unit Files supervisor to ensure that OU files are in accordance with USAID ADS Regulations;
  - (viii) Draft and review technical statements of work or program descriptions and prepare necessary funding documents for Requests for Proposal (RFPs) or Requests for Application (RFA);
  - (ix) Plan and administer interagency agreements to ensure effective coordination of activities for result achievement;

- (x) Promote integration and mutual support of activities implemented under contracts, grants, cooperative agreements and interagency agreements; and
- (xi) Ensure closeouts of awards in compliance with existing regulations and procedures.

- b. Supervise and provide technical and managerial guidance to other team members on the technical subject matter and on all aspects of USAID requirements, responsibilities and procedures.
- c. Provide leadership and direction for the Team in program planning, designing and budgeting for the program.
- d. Prepare and/or contribute substantively and establish standards for key CARPE documents, including, but not limited to: Obligation and earmarking documents, Congressional Budget Justifications, Annual Portfolio Review reports, Operational Plans, Annual Performance Reports, quarterly and annual financial reviews, policy papers, new activity solicitation documents and the financial tracking systems;
- e. Participate in and/or lead the design and implementation of special studies and/or initiatives to further the objectives of CARPE in the technical subjects of forestry, biodiversity conservation and GCC/SL.

2. Act as Senior Resident Expert Advisor on technical and policy matters pertaining to conservation and GCC/SL:

- a. Advise the core management team, the expanded team, USAID Missions/field Offices, contractors, implementing grantees/recipients, host country governments, US embassies and other partners involved in CARPE on technical issues pertaining to biodiversity, forest conservation, GCC/SL and related matters.
- b. Advise the core CARPE team, the expanded SO team and concerned USAID Missions and the US embassies of the CBFP countries and CARPE countries on policy matters, including strategies to assist and encourage participation of the local communities in CARPE programs, priorities and policies.
- c. Serve as liaison and represent the core team on technical and policy matters, as appropriate, to the host country counterpart agencies, implementing partners, and other international organizations; facilitate exchange of information and coordination of activities.
- d. Take the lead role in assessing the breadth, depth, and appropriateness of CARPE activities, and the programs of various donors in addressing the identified environmental problems such as deforestation in target zones.
- e. Interpret/analyze the social, economic, political and institutional issues that affect the achievement of CARPE objectives and keep abreast of developments in the international negotiations and discussions around GCC/SL and apply the results to the design and implementation of new activities or to the modification of existing activities.

- f. Provide technical advice and support for CARPE in-house team, CARPE beneficiaries and implementing partners through training and capacity building activities by:
  - (i) assembling input from all activity managers and other team members and preparing an annual training plan with appropriate targets and technical content;
  - (ii) working with implementing partners to agree on respective roles and responsibilities, identify training needs and opportunities, and implement training programs within the host countries, in the U. S. and in other countries;
  - (iii) ensuring complementarities and integration of the implementing partners' training programs with the OU Performance plan ; and
  - (iv) facilitating reporting on training activities in an appropriate format and frequency.
- g. Act as liaison with USAID/Washington and State Department (especially EGAT Pillar and Africa Bureau; State/OES Bureau) on technical, policy and programmatic issues and identify opportunities for collaboration with USAID/Washington programs.
- h. Ensure adequate dissemination of CARPE results to partners, stakeholders, and beneficiaries through organizing and making presentations at workshops, symposia, conferences, publications, etc.
- i. Keep abreast of, and disseminate to interested stakeholders and implementing partners as appropriate, new developments or sources of worldwide information in the fields of GCC/SL.

3. Oversee the design, updating and/or implementation of CARPE's performance monitoring plan (PMP) and evaluation plan, especially with reference to objectives and measurement systems for carbon emissions, sequestration and forest management:

- a. Take the lead in updating and summarizing data for the implementation of the CARPE's PMP in the GCC/SL technical fields.
- b. Ensure coordination among implementing partners and an understanding of their respective roles and responsibilities, in implementing the team's Performance Management Plan.
- c. Organize periodic forums to discuss, and take the lead in updating the PMP- -including results framework, performance indicators and targets--as new activities are integrated within the CARPE program.
- d. Ensure the adequacy of core team members' respective activity monitoring plans by helping to prepare site visit schedules and providing technical oversight and quality control in methods of data sampling, measurement and verification.

- e. In collaboration with other team members, coordinate, verify, compile and present of annual performance data for CARPE's annual portfolio reviews and the Performance Report submission to USAID/Washington.
  - f. In coordination with activity managers and implementing partners, prepare and monitor implementation of CARPE evaluations and special analytical agenda and studies plan.
4. Monitor compliance of CARPE activities with USG environmental regulations:
- a. Work with CARPE colleagues, Mission Environmental Officers and Regional Environmental Officer to ensure compliance of all CARPE activities with USG environmental regulations, in particular Regulation 216, by conducting periodic field monitoring of activities' compliance with approved Initial Environmental Examinations (IEEs) and environmental assessments (EAs) and recommending modifications to the IEEs or EAs as appropriate.

Identify opportunities for training, as needed, for team members and implementing partners (both U.S. and host country nationals) for preparation of environmental scoping statements, activity IEEs, environmental impact monitoring and mitigation plans, environmental assessments.

### **I.3.c: Position Elements**

#### **Relationships and Responsibilities**

**Supervision Exercised:** The incumbent provides supervision, evaluation and management of the entire CARPE Team, including at present; a) a USPSC Deputy Team Director, b) a TCN Regional Coordinator, c) a USPSC GCC technical specialist, d) a FSN/PSC Program Assistant, and e) a FSN/PSC Administrative Assistant.

**Supervision Received:** The incumbent will report directly to the USAID/CAR Operating Unit Director, concurrently the USAID/DRC Mission Director. The incumbent will work as a full member of CARPE 's core team. Annual evaluations of work performance will be prepared by the USAID/DRC, concurrently the USAID/CAR mission director based on 360 input from the core team members, partners and customers.

**Employee Guidelines:** The individual will be expected to be an expert in his/her field, and be able to independently obtain USAID policy guidance and USG/USAID acquisition and assistance regulations as necessary to perform his/her duties.

**Exercise of Judgment:** The incumbent will function at the Executive Level, and in that capacity will handle all work independently, according to policies, previous training, accepted practices, and programmatic guidance. He/she must be able to set priorities and initiate and complete tasks in a timely manner and with minimal supervision. The incumbent will make program decisions based on expert knowledge and judgment. He/she must demonstrate sound judgment and executive authority in determining the application of current legislative provisions and policy determinations to assigned responsibilities.

**Nature, Level, and Purpose of Contacts:** The incumbent will work at the executive level, with frequent contact with US ambassadors, mission directors and Ministers of Government across the Central Africa region. He/she will advise US ambassadors, DCMs and the OU Director on programmatic and technical

subject matter relevant to CARPE, and will strive to keep embassies fully informed of the work of CARPE in the pertinent countries. The incumbent also will have contacts with USAID's Field Missions/Offices if any in the region, and USAID/East Africa, including the Regional Legal Advisor, Acquisition and Agreement Officer, Controller, and other members of appropriate Operating Units and support offices as needed. The incumbent will develop working contacts with USAID/Washington technical offices, State Department Officials in Washington Headquarters, particularly State/OES, State/AF, the Special Climate Change Envoy's Office, regional US Embassy staff, host countries' counterpart ministries to the level of Minister, and other USG agencies at post, PVO and NGO partners, other donors and international organizations, and community-based organizations and customers.

**I.4: Eligibility to be Considered Requirements**

Each application submitted must include the below Table completed (Applicant to check-mark "YES" or "NO" as appropriate - simply print the page, complete, write your name on top and attach to your application):

Requirement to be Considered	Applicant Certifies Having Met this Requirement	
	YES	NO
1. U.S. citizen or U.S. Resident Alien		
2. <b>Master's degree</b> in environmental science with specialty in int'l conservation, conservation biology, forest management, sustainable ecological systems		
3. Ten years (or more) of executive experience in managing US devel. programs related to natural resources (preferred), but more gen. devel. programs or similar programs with complex mgmnt, performance monitoring, budgeting requirements is acceptable		
4. Five years (or more) of executive experience managing projects and programs based in developing countries		
5. Twenty years (or more) of progressive levels of authority and responsibility managing programs, resources and personnel in overseas, developing country settings, with at least <u>four years</u> of work experience in Francophone Africa..		
6. Fifteen years (or more) documented personnel supervisory experience		

**Notes:**

1. Each criteria must be fully-met on the date showing on the signed by Applicant application submission.
2. If any above is check-marked "NO" or is left blank, application will not receive a consideration.
3. If there are fewer than two (2) applications each indicating the Applicant met all Requirements (no "NO" check-mark), USAID reserves the right to (at its sole discretion) also evaluate application(s) that does have a "NO" check-mark but is determined potentially of interest.
4. Please do NOT submit copies of diplomas, etc., with your application.

## II. EVALUATION CRITERIA

### A. Work Experience directly relevant to Position's Responsibilities: 0 – 60 points

In addition to credit score given Applicant's demonstrated work experience directly relevant to the Position Responsibilities, further favorable consideration will be given if there is also evidence that the Applicant:

- has more than ten years of executive managing large field-based programs related to natural resources or a similar field (corresponds to Requirement #3. in section I.4, above);
- has more than five years of executive experience managing projects and programs in developing countries (corresponds to Requirement #4., in section I.4, above);
- has more than 20 years of progressive levels of authority and responsibility managing programs, resources and personnel in overseas, developing country settings, with four or more years of work experience in Francophone Africa (corresponds to Requirement #5., in section I.4, above);
- has more than fifteen years documented personnel supervisory experience (corresponds to Requirement #6., in section I.4, above).

In no event the score for this criteria **A.** will exceed the maximum total scoreable points (60).

### B. Skills: 0 - 20 points

- a. demonstrated skills in effective written and oral communication in English, team player and multitasking skill: (0 - 10 points),
- b. administrative and management skills to manage complex monitoring, evaluation and project implementation activities: (0 – 5 points),
- c. competency in the use and application of MS Word, MS Excel Power Point 2010 for presentation of reports and other vital documentation e.g. short policy documents, taskers, project descriptions, MOUs and agreements: (0 – 5 points).

In no event the score for this criteria **B.** will exceed the maximum total scoreable points (20).

### C. Abilities: 0 - 20 points

- a. ability to communicate in French - proof of US Dept. of State Foreign Service Institute or equivalent of Speaking and Reading at least Level 3 is required: (0 – 10 points)
- b. ability to interact effectively with high-level officials and community members: (0 – 5 points)
- c. ability to creatively identify, propose and win support of major stakeholders to solve complex issues and to work collaboratively: (0 – 5 points).

In no event the score for this criteria **C.** will exceed the maximum total scoreable points (20).

**The Combined Total Maximum Scoreable Points: 100**

**Phone interview(s)** may be conducted with most highly rated applicants only. The purpose of phone interview may be to facilitate USAID gaining a deeper insight into the Applicant-provided information for Section II, Evaluation Criteria. Although the interview is not subject to scoring, when information gained by USAID is substantively favorable (or not favorable) adjustment in a particular score may be justified.

When two or more Applicants score the same maximum total score or the difference is negligible (i.e., is 1/2 point or less between the two highest scoring individuals), USAID may select candidate who:

- (i) holds PhD degree in environmental science with specialty in int'l conservation, conservation biology, forest management, sustainable ecological systems, and/or
- (ii) has working familiarity in the area of USAID Activity/Program management; USAID AOR/COR responsibilities; USAID web-based applications such as Global Climate Change Report, Operational Plan, and/or
- (iii) has relevant work experience with an international organization in Central Africa.

### III. APPLICATION SUBMISSION INSTRUCTIONS

1. Applicant must provide sufficient narrative directly relevant to Evaluation Criteria A., B. and C., above. The Applicant's evaluation will be based on this information - limit: 5 pages maximum.
2. Only when (i), (ii) or (iii), above is applicable, Applicant may use separate sheet to provide relevant information (must be identified as: "Supplemental Information"). No other information intended to augment Section II., is to be submitted and if submitted it will not be considered.
3. Other required documents application submitted to USAID must contain to receive consideration:

Note: Forms 1 through 4 outlined below can be found at <http://www.usaid.gov/business/business-opportunities/psc-solicitation.html>

- 3.1. Application for Federal Employment (SF-171) or Optional Application for Federal Employment (OF-612) found in: [http://www.usaid.gov/procurement\\_bus\\_opp/procurement/forms](http://www.usaid.gov/procurement_bus_opp/procurement/forms) or internet: <http://fillform.gsa.gov>

Alternatively, Applicant may submit a resume which must contain all following information:

- 1) Personal Information: Full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
- 2) Education: 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);
- 3) Work Experience: provide the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;

4) Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

3.2. Contractor Physical Examination (DS-1843 and DS-1622) \*\*

3.3. Questionnaire for National Security Positions (SF-86) \*\*, or

3.4. Questionnaire for Non-Sensitive Positions (SF-85) \*\*

3.5. Finger Print Card (FD-258) (available from the requirement office) \*\*

Note:

\*\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the position.

4. Applicants are required to provide three (3) professional references. The referee must have substantive direct personal observation (i.e., as a supervisor) of the Applicant's performance within the most recent three years. Using separate sheet titled "References" Applicant to provide:

Firm's Name

Project

Work Start- and End-dates

Position Title

Direct supervisor's full name and complete contact information: email address, telephone number (it is the Applicant's responsibility to ensure contact information is up to date. Inability to reach any reference may result in removal from further consideration).

5. The subject line of the Submission (Cover Letter) or e-mail containing it must read: **SOL-623-12-000005**.

6. Application containing all required documents and forms must be received at USAID receiving point: email [mmwadime@usaid.gov](mailto:mmwadime@usaid.gov) no later than May 01, 2012, 5PM, Eastern Standard Time. If commercial courier is used for application delivery:

Mary Mwadime (SOL-623-12-000005)  
USAID/East Africa, Contracts Office  
c/o American Embassy  
United Nations Avenue  
Gigiri  
Nairobi, Kenya  
Ph: 254-20-862-2352

Incomplete applications will not be considered.

**Past performance** is not scored however it will be reviewed and reflected in the USAID final selection decision.

## IV. OTHER

1. The selected Applicant is expected to serve full two-year term of the contract. Up to three Options (if any) may be exercised by bilateral agreement.

### 2. Compensation

This position has been classified at a market value equivalent to the GS 15 level. The actual salary of the successful candidate will be negotiated within that range depending on the qualifications and previous earnings history.

USAID/DRC is a post with a 25% Post differential and currently has a class 42% COLA.

### 3. Logistical Support

USAID/DRC shall provide office space, and telephone/fax/e-mail (for communication with USAID officials and others in support of program objectives) as well as travel, furnished housing and residential maintenance and security and transportation for official purposes.

### 4. Security and Medical Clearance

The position is open to eligible and qualified U.S. Citizens and U.S. Resident Alien. The selected Applicant must be able to obtain a Secret Security and appropriate Medical Clearance from STATE/MED. The selected Applicant must obtain these clearances prior to receiving a contract. All accompanying dependents must also obtain Medical Clearances prior to departure for post.

If the selected Applicant fails to receive a Secret clearance, the Applicant is NOT eligible to receive a contract.

### 5. Federal Taxes

USPSCs are not exempt from payment of any Federal Income taxes under the foreign earned income exclusion. USPSCs are required to pay Federal Income Taxes, FICA, and Medicare.

### 6. Benefits and Allowances

As a matter of policy however, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

#### Benefits:

- (1) Employer's FICA and Medicare Contribution\*
- (2) Contribution toward Health & Life Insurance
- (3) Pay Comparability Adjustment
- (4) Eligibility for Worker's Compensation
- (5) Annual & Sick Leave
- (6) Shipment and storage of household effects [limited shipment authorized at present]
- (7) Access to Embassy medical facilities, and pouch mail service

\* Note: The Contractor's salary will be subject to employee's FICA and Medicare contribution.

**Allowances:** [if applicable, as found in the Standardized Regulations (Government Civilian Foreign Areas) Sections cited below]

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Separate Maintenance Allowance (Section 260)
- (6) Educational Allowance (Section 270)
- (7) Educational Travel (Section 280)
- (8) Post Differential (Chapter 500)
- (9) Payments during Evacuation/Authorized Departure (Section 600)
- (10) Danger Pay (Section 650)

#### **7. USAID Policy Applicable to USPSC**

Applicable policy can be found in:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

**8.** The selected Applicant must be ready and willing to travel to the Post reasonably soon after obtaining U.S. Department of State Medical Office's and USAID/IG/Security clearances. If after obtaining the Medical and Security clearances the selected individual fails/is unable to travel to the Post within reasonable time, the contract is automatically null and void and may be awarded to the next highest-rated Applicant.

The Medical clearance (for the Applicant and eligible family members) takes approximately (30) days to process. Security clearance takes minimum of (30) days but it may take in excess of (90) days to process. Scheduling Medical exam and submission of medical forms to DOS Medical Office and submission of USAID/IG/SEC required forms must occur immediately after offer acceptance. The forms will be furnished to the Applicant upon his/her acceptance of the USAID job offer.

**USAID reserves the right to cancel this Solicitation or not to award contract and is not responsible for reimbursement of any application submission expenses.**

[END SOLICITATION SOL-623-12-000005]