USAID | WEST AFRICA
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 2, 2016
CLOSING DATE: March 16, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-000006 FOR A LOCAL HIRE U.S. CITIZEN PERSONAL SERVICE CONTRACTOR FOR REGIONAL PROGRAM SPECIALIST

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S Citizens currently residing in Ghana and interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Regional Program Specialist position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 10):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at http://www.usaid.gov/forms/);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to:

Mildred Agbo at magbo@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo via email at magbo@usaid.gov no later than March 8, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Nathan A. Olah
Deputy Regional Contracting Officer
USAID/West Africa

SOLICITATION NUMBER:	SOL-624-16-000006
ISSUANCE DATE:	March 2, 2016
CLOSING DATE:	March 16, 2016 17:00 Hours Accra Local Time
POSITION TITLE:	Regional Program Specialist
MARKET VALUE OF POSITION:	GS-12 ($62,101 - $80,731) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-12 pay range will not be entertained or negotiated.**
AREA OF CONSIDERATION:	Open to U.S. Citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.
PERIOD OF PERFORANCE:	Two (2) years, with an option to extend annually.
PLACE OF PERFORMANCE:	Accra, Ghana
SECURITY AND MEDICAL CLEARANCES:	Selected applicant must obtain facility access and medical clearance within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1. BACKGROUND

USAID/West Africa's (USAID/WA) regional programs cover 21 West African countries, most of which are members of the Economic Community of West Africa States (ECOWAS). With a population of more than 365 million people, the West Africa region is characterized by political instability, poverty and food insecurity, slow economic growth, internal and regional conflicts, and limited infrastructure. To address these challenges, USAID/WA focuses on four functional objectives: Peace and Security, Governing Justly & Democratically, Investing in People, and Economic Growth and is divided into three technical program teams:

- Regional Peace and Governance
- Regional Health
- Regional Economic Growth – including Trade and Investment, Power Africa, Agriculture, and Environment & Climate Change Response

USAID/WA has an estimated annual program budget of $83 million dollars in FY 2015 funds. With the addition of year-end funds, the annual funding levels generally amount to over $95 million dollars. In addition, USAID/WA has program and operational management authorities and responsibilities for the bilateral programs in Côte d'Ivoire, Benin, and Cameroon that increases its funding level to over $140 million per year. In that context, USAID/WA staff is expected to spend approximately 25 – 35% of its time supporting those programs.

The USAID/WA Regional Program Specialist coordinates, monitors and advises on program and project implementation issues, provides program support to USAID/WA's three technical teams, supports WA client mission program functions, participates in implementing Local Solutions, and supports WA's budgeting functions.

2. FUNCTION OF POSITION

This position is located in the USAID/WA Regional Program Office (RPO), which currently consists of four U.S. Direct Hire (USDH) positions, including two U.S./Third Country National Personal Service Contracts and four Foreign Service Nationals. The office provides leadership and strategic direction to regional program planning, analysis, performance monitoring, evaluation and reporting for complex regional programs, in addition to supporting the program functions in Côte d'Ivoire, Cameroon and Benin.

The primary purpose of the Regional Program Specialist is to provide support on all aspects of regional and client mission program operations with a full range of consultative, advisory, monitoring, and information gathering functions of a broad scope and complexity. This entails support to all aspects of the "Program Cycle," including strategic planning, program planning, program implementation, reporting, monitoring, evaluation and learning with a particular emphasis on support to reporting, budgeting, evaluation, learning and local capacity building. The incumbent assists the Supervisory Program Officer and Program Office staff in maintaining relationships and representing USAID/WA with senior USAID officials in the mission and in the WA region, as well as key USAID/Washington staff and USAID Africa Bureau on budget and programmatic issues. The incumbent reports to the Supervisory Program Officer or his/her designee.

3. MAJOR DUTIES AND RESPONSIBILITIES:

A. Program Planning, Analysis, Coordination, and Reporting (40%)

The Regional Program Specialist advises and assists the Supervisory Program Officer in various aspects of program planning, analysis, and reporting. This includes:

- Coordinating the preparation of the Congressional Budget Justification, Congressional Notification, Operational Plan, Performance Plan Report, Mission Resource Request and other ad hoc reporting requirements to ensure timely and accurate information is provided when needed by the mission and USAID/Washington;
- Assisting in planning for program and financial portfolio reviews and tracking program actions and issue resolution arising from program and financial portfolio reviews and preparing status reports for mission management;

- Provide support to teams in project and activity design and planning, including leading the 'project to procurement tracker' meetings as well as related preparation processes and participating on project design teams, as needed;
- Analyzing recurring and/or cross-cutting portfolio implementation achievements and challenges, and highlighting how to leverage successes, implement lessons learned, mitigate risks, and address challenges;
- Coordinating integrated RPO efforts to provide program support to the Cameroon, Benin and Côte d'Ivoire programs, including developing ways to better share program information and best practices among WA Regional in Accra and the three satellite offices;
- Providing ad-hoc support to the WA region, as needed, which may include assistance in reporting, budget management, project design, and/or monitoring and evaluation;
- As directed by the Supervisory Program Officer, may serve as a program office backstop to a Mission technical team, serving as a resource person to that team on Agency policies and practices in program planning and implementation (ADS 200 series); and
- Other reporting and program analysis duties as required.

B. Program Implementation and Support to Local Solutions (20%)

The Regional Program Specialist plays a key role in representing the WA Regional Program Office in strategic program and implementation functions. The position represents the RPO on the WA Local Solutions Strategy team and coordinates its operational support to client mission programs. This includes:

- Keeping abreast of the Agency's latest research, policies, and best practices regarding implementing local solutions, including in the areas of local systems analysis, integrating local solutions into project design, procurement, and institutional capacity building, and serve as a subject matter expert on these issues for the Local Solutions Strategy team;
- Providing guidance and direct support to strategies and plans for institutional capacity building of regional organizations;
- Assisting DO teams to analyze the combination of investments among implementing partners, individual consultants, and USAID staff time that is optimal to efficiently and effectively support Local Solutions in their sector;
- Participating in financial and other assessments of local and regional organizations; and
- Assisting DO teams to learn from each other's experiences in implementing and measuring local capacity building.

C. Program Budgeting (20%)

The Regional Program Specialist assists the Supervisory Program Officer and the Program Budget Specialist in managing and tracking program funds and advising the regional technical teams on issues affecting program budgeting. This includes:

- Assisting the Budget Specialist in drafting and reviewing accurate and timely pre-obligation Action Memos, Strategic Objective Agreements, Limited Scope Grant Agreements, and regular program Implementation Letters;
- Assisting in coordinating all other obligating document clearances, ensuring Mission Orders and procedures related to budgeting, obligation and de-obligation of funds of funds are followed;

- Assisting in tracking Mission budget planning levels, earmarks and allocations as to amounts and sources, etc. and making certain that this information conforms to that possessed by the USAID/WA Program Managers and USAID/AFR/DP;
- Assisting in establishing the annual Operating Year Budget (OYB) matrix (to request budget allowances) and keeping it updated to reflect changes in its status over the course of the fiscal year;
- Tracking the appropriation, allocation, notification, allowance, obligation, and sub-obligation of funds flowing to USAID/WA and sharing the information in a user-friendly form with Mission technical and front office decision-makers;
- Assisting the Budget Specialist in tracking the Mission's buy-ins to Field Support mechanisms and entering information into the Field Support Database;
- Assisting in the allocation, tracking, presentation and analysis of the Mission's Program Support budget, including Administration and Oversight and Program Design and Learning costs; and
- Other reporting and program analysis duties as required.

D. Program Monitoring, Evaluation and Learning (20%)

The Regional Program Specialist collaborates with the Mission's M&E Specialist, the Mission's Science, Technology, Innovation and Partnership (STIP) Advisor and other Program Office staff to support Monitoring, Evaluation and Learning. This includes:

- Supporting overall monitoring, evaluation and learning elements of the Mission Regional Development Cooperation (RDCS) , both in RPO and technical Offices;
- Guiding the development of Collaboration Learning and Adaptation (CLA) principles and a Mission Learning Agenda to support the RDCS;
- Guiding DO teams to implement the Mission's ME&L and/or CLA approach including (but not limited to) assisting technical teams to develop evaluation plans, evaluation budgets, and learning/collaboration events;
- Supporting ME&L evidence processes, in conjunction with the Mission's M&E Specialist, including (but not limited to) data quality assessments, PMP and indicator data development/management, evaluation design, scope of work development, evaluation implementation/management, data collection management, evaluation data use and learning elements; and
- Ensuring that learning, evaluation recommendations and evidence-based results are used in new Mission procurements, project designs and to inform decision making processes in adherence to Agency requirements for evaluation, including the new Evaluation Policy (January 2011).

4. PERIOD OF PERFORMANCE

The period of performance for this position is two (2) years with an option to extend annually. The incumbent will be a fulltime employee based at the USAID/WA Regional Mission in Accra, Ghana.

5. SUPERVISION/OVERSIGHT OVER OTHERS:

None

6. REQUIRED MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND EVALUATION PROCESS

The successful applicant must have the following qualifications and experience which are listed by subcategory in order of preference:

- **Education (10%):**
  - A minimum of a bachelor's degree in development studies, economics, social science, business or public administration is required. A Master's degree is highly preferred. In addition, professional training in one or more of the following areas is desirable:
    - Monitoring
    - Evaluation
    - Project Management
    - Knowledge Management
    - Budgeting

- **Work Experience (30%):**
  - A minimum of five years of progressively responsible experience in program-related work, which has included analyzing problems, working with teams to develop solutions, writing analytic reports, and using empirical data to improve the effectiveness of the work product is required. Experience in the West Africa region and with USAID or another donor, development partner, or Embassy is highly preferred.

- **Technical Knowledge, Skills and Abilities (25%):**
  - A thorough knowledge of basic development principles, program and project development, budgeting, management, and analytical skills to assess activity feasibility and performance is required. Knowledge of U.S. government procedures is highly preferred.
  - Ability to accurately and effectively analyze, synthesize and present performance monitoring, evaluation, budget and development data is required.
  - Ability to analyze programming issues and to develop a way to solve them.
  - Knowledge of the objectives and operations of the USG or program activities of other international donors or non-governmental organizations in Africa is highly desirable.
  - Knowledge of the West Africa region is desired.

- **Other Knowledge, Skills and Abilities (25%):**
  - Excellent written and oral communication skills, with the ability to write clearly, quickly and succinctly is required.
  - Strong interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting is necessary.
  - Ability to work independently, prioritize and organize work, develop schedules, and meet deadlines is required.

- Proficient computer skills, including word processing, spreadsheets, and PowerPoint is required.

- **Language Proficiencies (10%):**
  - Required to read, write and speak fluent English (Level IV) is required. French (Levels III speaking and reading) language ability is desired.

7. POSITION ELEMENTS

a) **Supervision Received:** The Regional Program Specialist works under the direct supervision of the Supervisory Program Officer or his/her designee.

b) **Supervision Exercised:** The incumbent will give work guidance in his/her area of responsibility to several other RPO staff as needed. The incumbent may serve as acting for any vacant U.S. Direct Hire position.

c) **Available Guidelines:** The incumbent must understand and be knowledgeable of guidelines which include Agency regulations, Automated Directive System requirements, Africa Bureau procedural guidance, Agency procurement guidance, Mission Orders and professional development literature.

d) **Complexity:** USAID/WA's activity portfolio is complex, consisting of both purely regional activities as well as bilateral activities that are implemented in the West African region. As a result, the Regional Program Specialist will be responsible for coordinating strategic program and implementation functions for USAID/WA, Benin, Cameroon and Côte d'Ivoire. Due to this complexity, the Regional Program Specialist must be able to assess alternatives and interpret Agency policies and guidelines accordingly.

e) **Exercise of Judgment:** A high degree of independent judgment is required in providing basic programming guidance to Technical Offices, reviewing program documentation, and managing assigned programming actions and tasks such as coordinating input for the Operational Plan, Performance Plan Report, organizing portfolio reviews, or coordinating implementation of local solutions or client mission support.

f) **Authority to Make Commitments:** Within mission delegations and job responsibilities only.

g) **Scope and Effect:** Provides guidance to USAID/WA, Benin, Cameroon and Côte d'Ivoire to support technical teams on the relationship of projects to Development Objectives, works across several sectors to creatively identify common points of interest and best practices. Is relied upon by technical and support staff to coordinate strategic program and implementation functions for USAID/WA, Benin, Cameroon and Côte d'Ivoire.

h) **Personal Contacts:** Personal contacts include USAID/WA and USAID/Ghana staff, U.S. Embassy personnel, USAID/WA implementing partners and other concerned stakeholders. S/he will have contact with the USAID staff in Cote d'Ivoire, Benin and Cameroon. S/he

must have the ability to represent USG interests by communicating effectively in English, using a great deal of tact, diplomacy, and technical knowledge.

i) **Nature, Level and Purpose of Contacts:** Contacts are established and maintained internally with the USAID/WA Front Office, USAID WA Representatives in Cote d'Ivoire, Benin and Cameroon, USAID/WA Regional Technical Offices, Regional Office of Financial Management, Regional Office of Acquisition and Assistance, WA Local Solutions team and other WA working groups to lead the Mission's programming and program reporting requirements. Externally, the incumbent will serve as mission interface with regional partners on local solutions implementation and with client missions on program support. He/she will also be required to communicate and coordinate with key officials in USAID/Washington, State Department F Bureau, senior staff with regional implementing partners, U.S. Embassies, other USG agencies, and other donors related to program coordination and implementation in the West Africa region.

j) **Physical Demands and Work Conditions:** The incumbent will be physically located at the US Embassy USAID building in Accra and will be expected to attend meetings and/or events. The incumbent will be expected to travel to provide support to client missions in West Africa. Travel to the field can be physically demanding, including transport on unpaved roads and rudimentary conditions.

8. BASIS OF RATING APPLICATIONS

Selection Factors: Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Technical Knowledge, Skills and Abilities, Other Knowledge, Skills and Abilities, and Language Proficiencies). Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen currently resident in Ghana.

- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.).

- Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. If excellent writing skills are required, applicants should submit a writing sample of a work document or publication, written by the applicant, covering a technical area relevant for the position applied for (include writing sample as an attachment to cover letter).

- All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent

experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

9. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

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 candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

10. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at http://www.usaid.gov/forms/)

  All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.

- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members

or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 4: Selection Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

11. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: http://www.usaid.gov/forms/

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

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

1. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: http://www.usaid.gov/work-usaid/aapds-cibs. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

Employee's FICA and Medicare Contribution (USPSCs only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy commissary (with associate membership) and DPO mail (USPSCs only)

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes

END OF SOLICITATION