



# USAID | SOUTH SUDAN

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 24, 2012

CLOSING DATE: March 23, 2012

SUBJECT: Solicitation #: 668-12-02/ODG for a U.S. Citizen or Third National Country (TCN) Personal Services Contracting (PSC) Senior Local Governance Advisor, GS-14, Juba, USAID/South Sudan

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. citizens and Third Country Nationals (TCN) interested in providing PSC services for a Senior Local Governance Advisor as described in the attached solicitation.

Submission shall be in accordance with the attached information and applications should be submitted electronically to the email address provided in the attached solicitation.

This solicitation will remain open until March 23, 2012, 1630 hrs. (Juba, Southern Sudan time).

Any questions on this solicitation may be directed to Diane Moore, Contracting Officer, who may be reached at [dimoore@usaid.gov](mailto:dimoore@usaid.gov).

Sincerely,

Diane Moore  
Contracting Officer

SOLICITATION NUMBER	668-12-02-ODG
ISSUING DATE	February 24, 2012
CLOSING DATE	March 23, 2012
POSITION TITLE	Senior Local Governance Advisor
NUMBER OF POSITION(S)	One
MARKETING VALUE	<i>GS-14 (\$84,697 - \$110,104) In addition, this post has 25% Post Differential and 25% Danger Pay</i>
ORGANIZATIONAL LOCATION OF POSITION	Juba, Southern Sudan
DIRECT SUPERVISOR	Sup. Democracy and Governance Officer Office of Democracy and Governance, Juba, Southern Sudan
SUPERVISORY CONTROL	Will be required to supervise three or more USAID/South Sudan Foreign Service National staff with governance-related management responsibilities.
PERIOD OF PERFORMANCE	One year with an option for renewal.
SECURITY ACCESS	SECRET Level
AREA OF CONSIDERATION	U.S. Citizens and Third Country Nationals (TCN).

**A. BASIC FUNCTION OF THE POSITION:**

The Senior Governance Advisor reports to the USAID/South Sudan DG Office Chief and is based in Juba, South Sudan. The incumbent coordinates USAID strategy and assistance in support of governance in South Sudan and the establishment of effective, transparent, and accountable institutional structures in the RSS and at the state and local levels. As a member of the USAID/South Sudan DG Team, the Senior Governance Advisor provides general support related to the broader DG portfolio, as assigned. He/she liaises with other USAID teams, as needed, to ensure maximum effectiveness of USAID activities in support of governance activities. The incumbent ensures that USAID assistance to the governance sector is well-coordinated with other donors and between USAID implementing partners, well-monitored, and effectively managed to rapidly adjust to changing needs and context.

This position requires technical and programmatic expertise in the design and management of governance programming. Duties will include managing USAID programs supporting good governance development in South Sudan and liaising on program activities with the DG Office Chief, the Mission Director and other Mission technical staff, as well as relevant U.S. Embassy and USAID/Washington staff. The incumbent is also responsible for representing USAID and the U.S. Government at the highest levels of the RSS, in donor meetings and technical working groups and in meetings with host government officials and civil society representatives. As part of these duties, s/he will supervise three or more Foreign Service Nationals (FSNs).

As part of the USAID/South Sudan DG Team, the incumbent will, as required, contribute to broader DG functions such as preparation of relevant sections of the annual Operational Plan and Performance Report, the Mission Performance Plan, pipeline management reviews, program implementation reviews, and other USAID and USG reporting requirements. The incumbent will also, as needed, provide talking points and briefing notes in response to requests from Congress and USAID/Washington and the State Department.

**B. MAJOR DUTIES AND RESPONSIBILITIES:**

To manage a comprehensive, complex and intensive program of governance support in South Sudan, USAID will place one Senior USPSC Governance Advisor in Juba. Although based in Juba, the incumbent will be required to travel throughout South Sudan and to the ten states on a frequent basis.

The Senior Governance Advisor shall:

(a) Serve as USAID technical expert and advise the DG Office Chief, USAID Mission Director, and the U.S. Mission on governance issues;

(b) Under the supervision of the DG Office Chief, in collaboration with the U.S. Embassy in Juba, and USAID staff in Washington DC, and Juba, coordinate the USAID governance support portfolio. In doing so, this expert will ensure

that there are no overlapping or redundant USAID-funded activities within the DG portfolio and that the responsibilities of the USAID partners and other donors in South Sudan are clearly defined. Successful coordination will maximize the use of the institutional (and personnel) strengths of USAID partners;

(c) As assigned by the DG Office Chief, directly supervise three or more USAID Foreign Service national staff with governance-related program management responsibilities;

(d) Manage various contracts, grants, and co-operative agreements with USAID partners that will be implementing USAID governance support, and identify and manage opportunities for direct assistance to the RSS;

(e) Represent USAID, the U.S. Embassy, and the U.S. Government at various high-level donor and government events and occasions, and in working level meetings;

(f) Perform other managerial and reporting duties, as assigned, related to the broader DG portfolio, in support of the USAID/South Sudan DG Team, of which the incumbent shall be a member.

**C. EVALUATION CRITERIA/SELECTION CRITERIA:**

**Candidates will be evaluated and ranked based on the following criteria:**

1. **Education (15 points):** Bachelor degree with significant study in a pertinent field, (including but not limited to public administration, law, political science, international development or international relations). Or, Master's degree with significant study in a pertinent field (including but not limited to public administration, law, political science, international development or international relations).
2. **Work Experience (35 Points):** A minimum seven (7) years of relevant professional and progressively responsible experience in development assistance, including field experience in managing governance support programs. And also demonstrates supervision/team leadership experience, preferably of foreign national staff in a developing country context.
3. **Knowledge Skills and Abilities (35 Points):** The work requires mastery of Designing and managing governance programming at the local, legislative and executive levels in a fragile state environment, preferably in Africa. Experiences in Managing grants, cooperative agreements, and contracts. And also coordinating with and between implementing partners, monitoring and tracking performance of implementing partners, preparing documentation and analyses about program activities, progress, and results for internal and external use; and maintaining up-to-date, comprehensive files and records on individual agreements.
4. **Language (15 Points):** Proficiency in spoken and written English is required.

Maximum Points available: 100

#### D. Term of Performance

The term of the contract will be for 12 months. Within one month after written notice from the Contracting Officer that all clearances have been received or, unless another date is specified by the Contracting Officer in writing, **the incumbent shall proceed to Washington, DC to take the mandatory pre-deployment training courses and then proceed directly to Juba, Southern Sudan** to perform the above services which may be extended upon mutual agreement and subject to satisfactory performance and availability of funds. This position has been classified at a U.S. Government GS 14. The actual salary of the successful candidate will be negotiated depending on qualifications and previous salary history.

In addition, the Mission has a 25% Post Differential allowance and 25% Danger Pay. FICA and federal income tax will be withheld by USAID. During this one year period you will be entitled to two Rest and Recuperation trips (R&R). You will have to use your Annual Leave or Compensatory time for R&R. The R&R destination for Juba, Southern Sudan is London. Alternatively, one location in the United States may be designated.

#### E. Medical and Security Clearance

The selected applicant must be able to obtain a USG Secret Level security clearance, and a Department of State Class I Medical Clearance.

#### F. Benefits:

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.]

#### A. BENEFITS:

- o FICA Contribution
- o Contribution toward Health & life insurance
- o Pay Comparability Adjustment
- o Eligibility for Worker's Compensation
- o Annual & Sick Leave
- o Access to Embassy medical facilities, commissary and pouch mail service as per post policy

#### B. ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)
- (2) Living Quarters Allowance (Section 130)
- (3) Post Allowance (Section 220)
- (4) Supplemental Post Allowance (Section 230)
- (5) Post Differential (Chapter 500)

- (6) Payments during Evacuation/Authorized Departure (Section 600) and
- (7) Danger Pay (Section 650)
- (8) Education Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Education Travel (Section 280)
- \* Standardized Regulations (Government Civilians Foreign Areas).

C. FEDERAL TAXES: **USPSCs are not exempt from payment of Federal Income taxes under the foreign earned income exclusion.**

**I. CONTRACT INFORMATION BULLETINS (CIBs/AAPDs) PERTAINING TO PSCs**

- AAPD 10-01 Changes in USG reimbursement amounts for Health Insurance and Physical Examination Costs
- AAPD 06-11 Home Leave and Revised General Provision 5, Leave and Holidays
- AAPD 06-10 PSC Medical expense payment responsibility
- AAPD 06-07 AIDAR, Appendix D: Contract budget, salary determination and salary increase
- AAPD 06-01 Medical evacuation insurance
- CIB 01-10 Revision of medical clearance process - PSC with U.S. Citizens
- CIB 01-07 Clarification of the extension/renewal policy regarding PSCs
- CIB 01-05
- CIB 00-08 Revision of Competitive Process - PSCs with U.S. Citizens
- CIB 00-03 FICA & Medicare Tax Rates for Personal Services Contracts
- CIB 99-22 PSC Policy
- CIB 98-23 Guidance regarding Classified Contract Security and Contractor Personnel Security Requirements
- CIB 98-16 Annual Salary Increase for USPSCs
- CIB 98-14 Change in Required Application Form for USPSCs
- CIB 98-11 Determining a Market Value for Personal Services Contractors Hired under Appendix D.
- CIB 97-17 PSC's with U.S. Citizens or U.S. resident aliens
- CIB 97-16 Class Justification for use of Other Than Full and Open Competition for Personal Services Contracts with U.S. Citizens Contracted with Locally, with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or less
- CIB 96-23 Unauthorized Provision in Personal Services Contracts
- CIB 94-09 Sunday Pay for U.S. Personal Services Contractors
- CIB 93-17 Financial Disclosure requirements under a Personal Services Contract
- CIB 89-29 Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage and Privately Owned Vehicles

Various Contract Information Bulletins (CIBs) and Acquisition and Assistance Policy Directives (AAPDs) pertain to Personal Services Contracts can be found at:

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

Additionally, AIDAR Appendixes D or J also applicable to PSCs can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

#### J. APPLYING

All applications should be submitted electronically to e-mail address

[jubahr@usaid.gov](mailto:jubahr@usaid.gov)

Attention: Suzan Lasu  
Human Resources Specialist  
USAID/Juba, Southern Sudan

**To ensure that your application is received for the intended position, please reference the solicitation number in the subject line of your e-mail or your application may not be considered.**

Applicants may submit an application against this solicitation at any time but prior to **March 23, 2012- 16:30 local (Juba, Southern Sudan) time unless revised.** The highest ranking applications may be selected for an interview. **Please note that only short listed candidates will be notified.**

#### K. REQUIRED FORM AND DOCUMENTS FOR INITIAL CONSIDERATION:

Interested applicants must submit the following documents or their applications may not be considered for this position:

1. **Qualified individuals are required to submit a U.S government OF-612 form which is available at the following websites:**

<http://www.usaid.gov/forms/OF612.pdf>

[http://southsudan.usembassy.gov/job\\_vacancies.html](http://southsudan.usembassy.gov/job_vacancies.html)

2. **His/her most current curriculum vitae (CV) or resume;**
3. **Three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts;**

- The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Juba, Southern Sudan will only contact references for the finalist, and will only do so with the permission of the applicant.

4. A written statement that addresses the Evaluation/Selection Criteria in this solicitation.

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.

**Point of Contact:**

Diane Moore

Contracting Officer

USAID/Juba, Southern Sudan Email: [dimoore@usaid.gov](mailto:dimoore@usaid.gov)

**Note:** No in-person appointments or telephone calls will be entertained.

**Place of Performance**

USAID/Juba, Southern Sudan