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SENEGAL

**EDUCATION DEVELOPMENT SPECIALIST
SHORT-TERM US PERSONAL SERVICES CONTRACTOR (USPSC) OR
THIRD COUNTRY NATIONAL
OFFSHORE HIRE**

1. **Solicitation Number:** SOL-685-14-000037-1
2. **Issuance date:** 07/31/2014
3. **Closing date/time at USAID/Senegal:** 08/14/2014 at 17:00 pm (Senegal Time)
4. **Position title:** EDUCATION DEVELOPMENT SPECIALIST
5. **Market value:** GS 13 (\$72,391 - \$94,108 p.a.)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
6. **Organization Location of Position:** Dakar - Senegal
7. **Direct Supervisor:** The incumbent reports to the General Development Office Director
8. **Supervisory Control:** None
9. **Period of Performance:** Immediate upon receipt of security/medical clearances.
(The duration of the US Personal Services Contract will be for 10 months).
10. **Place of Performance:** Dakar – Senegal
11. **Security Access:** Employment Authorization
12. **Area of Consideration:** US Citizens and TCNs - Offshore hire.
13. **Work Schedule:** 40 Hours Workweek

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

A. OVERVIEW

The Education Development Specialist will address critical USAID/Senegal Education Team needs related to staffing gaps and the need to advance key design activities.

Under the supervision of the General Development Office (GDO) Director, and with the guidance of Education Specialist Foreign Service National staff, the Education Development Specialist will lead and support the coordination, implementation and monitoring of USAID/Senegal's Education Team operations during the extended absence of the Education Team Leader and/or her Deputy.

The Specialist will assist the Education Team in monitoring the implementation and performance of existing education activities. The Specialist will serve as an activity manager to awards focused on increasing the reading performance of primary school students, as well as increasing access to education in conflict-affected regions of Senegal. The education portfolio includes a heavy focus on USAID Forward/Local Solutions, implementing through government-to-government mechanisms (including a nationwide reading program implemented through the Ministry of Education) and utilizing and building the capacity of local NGOs. Responsibilities for everyday operations will include review of reports and financial transactions, support for day to day management of activities, serving as an expert technical resource for the Mission, assisting in communications with USAID/Washington and external stakeholders, potential site visits, and producing reports, letters or other communication materials, as required. In addition, the Specialist will assist in the coordination of internal USAID meetings, as well as with resource and implementing partners.

The Specialist will also contribute to ongoing Education design activities in the Mission. These are expected to include the preparation for solicitation of an Education Strategy Goal 3 activity to address access to middle school in conflict-affected regions of the country, as well as the development of a broad Project Appraisal Document (PAD) for the Education program that will largely be focused on early grade reading and human and institutional capacity building in the education sector. Contributions to design work during the period of this contract will likely be focused on the Conceptual and Analytical phases of project design and may include the development of supporting analyses and strategic planning, and preparation and/or review of a Concept Paper.

The Specialist will be part of the GDO/Education Team and will work closely with USAID staff from all offices and at all levels. The person selected must be able to work independently as well as in a collaborative team environment.

Finally, the Specialist will perform other tasks that are consistent with the advisory, managerial, and reporting requirements of the position, as requested by the Education Team Leader, General Development Office Director or other senior Mission managers.

B. BASIC FUNCTION OF THE POSITION

Under the supervision of the Education Team Leader, GDO Director or a designate, the Education Development Specialist shall fulfill the following duties:

C. MAJOR DUTIES AND RESPONSIBILITIES

Project and Activity-level Design

(40%)

The Specialist will contribute to ongoing Education design activities in the Mission as part of a cross-Mission design team. Design activities will include the preparation for solicitation of an Education Strategy Goal 3 activity to address access to middle school in conflict-affected regions of the country, as well as the development of a broad Project Appraisal Document (PAD) for the Education program that will largely be focused on early grade reading and human and institutional capacity building in the education sector.

The Specialist will work closely with the Project Design Coordinator, Education Team, General Development Office Director, Program Office and other members of the core design team in carrying out the three stages of the design process: 1) Conceptual, 2) Analytical, and 3) Approval. S/he will contribute to the timely completion of tasks and production of deliverables/documents throughout the process, including:

- A comprehensive literature review of similar projects, evaluations, best practices, and high impact interventions
- A desk review of
 - GOS (and MOE) strategies, policies, targets, assessments, and research
 - USAID/USG strategy documents related to the education sector
 - Recently completed studies/assessments within or related to the education sector, as well as ongoing studies/assessments
- Stakeholder identification, analysis and consultation, as well as definition of strategic partners
- A logical framework and concept note
- Rigorous analyses of gender, environment, and sustainability concerns and issues
- Economic and financial, social soundness, youth, institutional, conflict and/or other analyses, as is appropriate.

The Specialist will contribute to pulling together the Project Appraisal Document (PAD) and the associated Authorization Documents, helping to ensure that all relevant ADS guidance is incorporated. Throughout the design process, s/he will assist in carrying out the necessary consultations with the USAID/Senegal Education Team and/or USAID/Washington Education colleagues to ensure adherence with the Agency's global strategy for education and any relevant Agency policy, frameworks or initiatives for the sector.

COR/AOR or Alternate for 3 to 5 activities

(30%)

The Specialist will serve as C/AOR or Alternate for Mission education mechanisms, regularly monitoring and evaluating program performance and ensuring that relevant and appropriate program documentation is provided. S/he will provide technical monitoring and reporting on the adequacy and accomplishments of technical assistance, acquisition, training and other strategic activities. S/he will be responsible for preparing reports on program activities and actions undertaken; also preparing reports on field trips, meetings and other events of significance to the program and its participating partners, stakeholders and sponsors. As a COR/AOR, the Specialist ensures effective monitoring and reporting systems are in place and functional, and conducts analysis of program performance and recommends changes in individual implementation approaches as required. S/he must respond in a timely manner to requests from implementing partners for guidance, approvals, and award modifications,

coordinating as necessary with USAID/Senegal support offices. Finally, s/he will maintain appropriate official files, as well as electronic documentation, for all activities managed.

**General Management of Education Team Operations / Coverage for Team Leader
[4 months, September to December 2014] (20%)**

The incumbent will provide leadership coverage for the full spectrum of technical office functions in USAID in the absence of the Education Team Leader, reporting during this period directly to the General Development Office Director. S/he will provide expert advice to the Mission and Government of Senegal on education sector issues and on USG policy within the education sector. The Specialist will liaise and coordinate closely with regional technical and program offices in USAID/Senegal. The portfolio includes a flagship government-to-government reading activity implemented by the Government of Senegal, a partnership that aims to increase the education system's capacity to deliver quality services and to produce improved learning outcomes among primary school students. Annual funding for the USAID/Senegal education portfolio is approximately \$20 million annually.

D. OTHER DUTIES (10%)

Given the extensive nature of the Project Design process, the Education Development Specialist will also work with the Project Design Coordinator, the USAID Education Team and the Office of Acquisition and Assistance (OAA) to prepare procurement documents for new education activities – as determined by the Project Design Process. These will include (but are not limited to):

- Scope of Work / Program Description
- Deliverables and/or milestones
- Reporting Requirements
- M&E Requirements
- Selection Criteria

Finally, the Specialist will perform other tasks that are consistent with the advisory, managerial, and reporting requirements of the Specialist's position, as requested by the Education Team Leader, GDO Director or other senior Mission managers.

E. MINIMUM QUALIFICATIONS

The incumbent should meet the following requirements in education, work experience and knowledge and skills to be able to carry out the aforementioned duties and responsibilities:

1. **Education:** A Bachelors' Degree in education, social or behavioral science, public policy/administration with a concentration in public services, international development, or other related field of study is required.
2. **Work Experience:**
 - A minimum of 5 years professional experience in a combination of the following areas: program design (and/or management) for developing countries, strong team leadership, and higher level administrative support. Experience in education programming, especially in the international development context, is desirable.
 - Direct work experience with USAID.
 - Active USAID AOR/COR certification is strictly required.

3. **Knowledge and Skills:**

- Current knowledge of policy, technical and operational aspects of education, gender, and/or international development practices.
- Proven ability to work as a member of a team and to foster teamwork is required, as is the ability to develop and maintain productive working relationships with stakeholders at all levels, including with USAID/USG staff and colleagues, and representatives of the Government of Senegal, other donor agencies, local and international NGOs, the private sector, civil society and local communities.
- Demonstrated ability to facilitate productive dialogues, as well as skills in gathering, analyzing and effectively disseminating information among a range of stakeholders.
- Excellent English language communications skills (native speaker level), both written and oral. Proficiency in French desirable.
- Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.
- Demonstrated skills in team and project management including: developing and maintaining a reasonable schedule for all processes; managing numerous contacts and communications; arranging meetings, fieldwork and related logistics; keeping activities and team members on task; managing data and information resources; and ensuring the timely management of deliverables.
- Excellent computer skills (Microsoft Word, Excel, PowerPoint, and other relevant software) are required.

F. **POSITION ELEMENTS**

1. **Physical Condition:** USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.
2. **Supervision Received:** The Education Development Specialist will work under the general supervision of the USAID/Senegal Education Team Leader or her designate. While the Team Leader is out on extended leave, the Specialist will work under the supervision of the GDO Office Director. The supervisor will assist the Specialist to: 1) establish a 10-month schedule with appropriate objectives and performance measures; 2) review work outputs and deliverables to ensure compliance with Agency policies, and implementation of best practices; and 3) assess the incumbent's performance seeking input from appropriate USAID/Senegal team members and external stakeholders. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance.
3. **Available Guidelines:** The Education Development Specialist is required to understand Mission and Agency-specific policies and procedures which govern program activity management in addition to the USAID/Senegal established administrative operating procedures, policies and formats. Oral guidance from the

immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect the activities of the General Development Office/Education Team, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Mission Director, USAID/Senegal General Development Office team members, support teams such as Financial Management, Executive Office, Procurement Office and Regional Legal Advisor and counterparts in USAID/Washington are available as resources to provide advice and guidance.

- 4. Authority to Make Commitments:** The Education Development Specialist will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID/Senegal Mission.
- 5. Exercise of Judgment:** All work is done independently according to policies, previous training, accepted practices, programmatic guidance provided by the Senegal Mission, and general guidance provided by USAID's handbooks and ADS. As an expert and professional, generally with technical knowledge beyond the level of supervisory staff and Mission managers, substantial reliance is placed on the incumbent to independently plan and perform the specific activities entailed in carrying out the major duties and responsibilities. This includes, but is not limited to, (a) liaison with external organizations, (b) problem resolution, (c) controls of minor projects, and (d) decision on limited changes to policy or strategy.

Incumbent exercises significant independent judgment and must adjust priorities in response to demands. Since the incumbent provides staff support in a wide variety of essential functions with emphasis on the effective management of education sector activities and resources, reliance is placed on his/her professional judgment and political acumen in matters concerning USAID/GOS programs.

- 6. Post Entry Training:** N/A

- 7. Nature, Level and Purpose of Contacts:** The Education Specialist is the principal Mission representation providing high level advice and specialized program management and technical leadership on education sector program management, planning and analysis for USAID/Senegal. The incumbent has primary responsibility for all education sector management functions for the Senegal Mission in the absence of the USDH Team Leader, under the direction of the General Development Office Director. The incumbent is responsible for all aspects for the bilateral Mission's Education office's \$20 million annual budget and staff of five, including assuring staff recruitment activities and project design. S/he is expected to establish effective working relationships with Senior officials of the Government of Senegal, senior representatives of other bi-lateral and multilateral donor agencies, the Ambassador, DCM, Mission Director and Mission technical teams and support offices. S/he is expected to be expert in USAID's procedures and regulations, to help carry out USAID's assistance programs.
- 8. Supervision Exercised:** The Education Development Specialist will have supervisory responsibility over four (4) FSN staff during the period of absence of the Education Team Leader.
- 9. Time Required to Satisfactorily Perform Full Range of Duties after Entry into the Position:** One (1) month
- 10. Resources management:** \$14.2 million

G. SELECTION CRITERIA

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. Short-listed candidates will then be contacted for an interview.

FACTORS	POINTS
Education	10
Prior Work Experience	50
Knowledge and Skills	30
Language	10
Total	100%

H. TERM OF APPOINTMENT

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

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with AIDAR Appendix D which can be found at <http://www.usaid.gov/policy/ads/300/aidar.pdf>

I. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

1. The successful applicant must receive medical clearance for serving in Senegal. Details of how to obtain US Department of State Medical Unit medical clearance will be provided once a job offer is made and accepted.
2. The successful applicant must be able to receive USAID top secret security clearance that involves applicant's comprehensive background investigation performed by a US Government Agency.
3. The successful applicant must be able to report to post in Dakar, Senegal to assume duties promptly upon medical and security clearances being granted. Ideally, the successful candidate would begin working upon receipt of required clearances. Time is of this essence for this position and the successful candidate will be one who can begin working as close as possible to the ideal start date.

J. COMPENSATION AND REIMBURSEMENT IN U.S. DOLLARS

1. Except to the extent reimbursement is payable in the currency of the Cooperating Country, USAID shall pay the contractor compensation after it has accrued and reimburse him/her in U.S. dollars for necessary and reasonable costs actually incurred by him/her in the performance of this contract.
2. The amount budgeted and available as personal compensation to the contractor is calculated to cover a calendar period of approximately 2 years renewable, which is to include: Vacation, sick, and annual leave which may be earned during the Contractor's tour of duty (GP Clause 5).

K. BENEFITS:

As a matter of policy, and as appropriate, the benefits normally authorized for an international PSC include the following:

- Employee's FICA Contribution (If applicable)
- Contribution toward Health & Life Insurance (If applicable)
- Post Differential (If applicable)
- Post Allowance (If applicable)
- Pay Comparability Adjustment (when available)
- Eligibility for Worker's Compensation (If applicable)
- Annual & Sick Leave
- Access to Embassy medical facilities and pouch mail service (If applicable)
- Living Quarters Allowance to include residential maintenance services
- Shipping allowance for Personally Owned Vehicle, Household Effects and Unaccompanied Baggage (If applicable)
- R&R Travel (If applicable)
- Education Allowance (If applicable)
- Education Travel (If applicable)
- Separate Maintenance Allowance (If applicable)

FEDERAL TAXES: USPSCs are not exempt from payment of Federal Income taxes.

INSTRUCTIONS TO APPLICANTS:

Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. You are directed to Federal Acquisition Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

Applications must be sent to the following email address:

usaiddakar-hr@usaid.gov

Attn.: Samuel Carter
Sup. Regional Executive Officer
USAID/Senegal

To ensure consideration of applications for the intended position, please reference the solicitation number in the application, and as the subject line in any cover letter and/or email, as well as using the address/delivery point specified in this solicitation. The highest ranking applicants may be selected for an interview.

The position will be filled subject to availability of funds.

List of REQUIRED Forms

Qualified individuals are requested to submit a U.S. Government Standard Form Optional Form (OF) 612. OF 612 is available at the USAID web site, on www.usaid.gov/forms. Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position. Applicants that submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position. Applicants shall submit a résumé or curriculum vitae and write a brief appendix to the OF-612 to demonstrate how prior experience and/or education and training address the Evaluation Factors listed above.

The following forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

- Medical History and Examination (08-1843).
- Questionnaire for sensitive Positions (for National security) (SF-86); or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258).

References:

Three (3) to five (5) references, who are not family members or relatives with working telephone and e-mail contacts are required. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain past performance information from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's

cover letter and OF-612. Reference checks will be made only for applicants considered highly rated.

Benefits and Allowances:

As a matter of policy, and as appropriate, a USPSC 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:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Vacation & Sick leave (only earned for actual work days)

B. Federal Taxes: US PSCs are **not** exempt from payment of Federal Income taxes.

Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIBs) pertaining to PSCs.

Please refer to the web site below to find the AAPDs and CIBs that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subtlect.html

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared by:

Sharon Carter, Acting Dep. Regional Director: _____ Date: _____

Samuel Carter, Sup. Reg. Executive Officer: _____ Date: _____