

**PROJECT DESIGN COORDINATOR
US PERSONAL SERVICES CONTRACTOR (USPSC)
LOCAL HIRE**

- 1. Solicitation Number:** SOL-685-14-00039
- 2. Issuance date:** 08/04/2014
- 3. Closing date/time at USAID/Senegal:** 08/18/2014 at 17:00 pm (Senegal Time)
- 4. Position title:** PROJECT DESIGN COORDINATOR
- 5. Market value:** GS 12 (\$60,877 - \$79,138 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 **One (1) Year**).*
- 10. Place of Performance:** Dakar – Senegal
- 11. Security Access:** Employment Authorization
- 12. Area of Consideration:** US PERSONAL SERVICES CONTRACTOR (USPSC)
LOCAL 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.

OVERVIEW

USAID/Senegal is in the process of designing two large Education activities that will lead multilateral Education sector development along with the Government of Senegal's Ministry of Education. USAID/Senegal is committed to ensuring project design process is informed by evidence and supported by analytic rigor (see Annex 2). To that end, the Process Manager will be responsible to coordinating the design process for these activities.

During the design phase, projects are expected to:

- Closely link up to relevant country development strategies and priorities;
- Take measurement and evaluation into consideration from the start;
- Establish clear expectations for the impact and outcomes of the project; and
- Keep the ultimate goal of sustainability in mind.

USAID has developed several key guidance and policy pieces that are incorporated into the ADS 200 series, including revised project design guidance.

BASIC FUNCTION OF THE POSITION

Under the supervision of the General Development Office Director, the Project Design Coordinator shall fulfill the following duties:

MAJOR DUTIES AND RESPONSIBILITIES

1. Project Design (75%)

As per the revised ADS guidance, the Project Design Coordinator will lead the USAID Education Team in the Project Design Process. The Coordinator will be expected to maintain a consultative and participatory approach in developing the deliverables, facilitating continuous stakeholder feedback loops. This Project Design Process will include drafting, revising and finalizing the following:

- 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
- A logistical framework and concept note (as per ADS guidance)
- Rigorous analyses of gender, environment, and sustainability concerns and issues

All of the above will serve as critical background documents moving into the Project Design Workshop, which the Project Design Coordinator will plan and facilitate. The purpose of this one-day participatory meeting will be to solicit formalized stakeholder feedback on the proposed project and associated activities.

During all consultations – but most especially during the Project Design Workshop – the Project Design Coordinator is expected to lead consensus building discussion, influencing and motivating various participants to resolve differences in opinion on project design issues. The Project Design

Coordinator will be expected to defend or negotiate controversial issues among groups with diverse opinions.

Following the workshop, the Coordinator will draft the Project Appraisal Document (as per ADS guidance) and the associated Authorization Documents. (S)he will need to incorporate the relevant ADS 220 guidance concerning use of host country government systems, as well as draft the Approval of the Use of Partner Country Systems (AUPCS) Memos.

In close coordination with the Office of Assistance and Acquisitions (OAA), the Coordinator will be responsible for preparing the procurement documents for the new education activities – as determined by the Project Design Process. These will include (but are not limited to):

- Scope of Work (or Program Description depending on instrument)
- Deliverables and/or milestones
- Reporting Requirements
- M&E Requirements
- Selection Criteria

[See Annex 4 for illustrative work schedule and deliverable list]

2. Other Duties (25%)

Given the extensive nature of this new Project Design process, the Project Design Coordinator will also work with the USAID Education Office and OAA to prepare procurement documents.

Throughout the entire process, the Coordinator will be expected to interact with USAID/Senegal teams working with the host country government, NGO/CSO/FBO community, private sector, and USG stakeholders to ensure that a comprehensive design product.

And finally, the Coordinator will perform other tasks as requested by the Office Director or senior Mission managers which are consistent with the advisory, managerial, and reporting requirements of the Coordinator's position.

Minimum Qualifications

The incumbent should meet the following requirements in education, work experience, knowledge, and skills and abilities 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 program design (and/or management) for developing countries, strong team leadership, and higher level administrative support is critical, experience in public health programming desirable.

- Current knowledge of policy, technical and operational aspects of education, gender, and/or international development practices.
- Direct work experience with an international organization and/or donor agency.

3. Communication Skills

- 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 at all levels, including with USAID/USG staff and colleagues, ministerial-level officials in the Government of Senegal, the heads of other donor agencies, and leaders of the NGO and corporate community.
- Demonstrated ability to lead policy and/or program negotiations and dialogue with host country officials.
- Excellent English language communications skills (native speaker level), both written and oral. Proficiency at French highly desirable.
- Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

4. Post Entry Training

N/A

5. 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.

6. Supervision Received

The Project Design Coordinator will work under the general supervision of the USAID/Senegal General Development Office Director. The Office Director will assist the Coordinator to: 1) establish a 9-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.

7. Available Guidelines

The Project Design Coordinator 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, 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.

8. Authority to Make Commitments:

The Project Design Coordinator will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID/Senegal.

9. Exercise of Judgment:

In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment and ingenuity to interpret the intent of guides in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector from Senegal, coordinating efforts in support of USAID/Senegal education project design objectives, and in collecting, analyzing and reporting on progress of activities and recommending project design actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.

10. Nature, Level and Purpose of Contacts :

The Project Design Coordinator will be required to maintain solid working relationships with various USAID and USG Offices, relevant GOS Ministries, and other donors. Specifically, the Coordinator will be required to work closely with: 1) USAID Program Office; 2) USAID Office of Assistance and Acquisition; 3) where necessary USAID/Senegal technical offices. The Coordinator will be expected to develop and maintain various relationships throughout all relevant Ministry Education. When and where necessary, the Coordinator must also be able to engage with additional Ministries. Additionally, the Coordinator must develop working relationships in order to solicit feedback and participation from the NGO and Civil Society communities throughout the Project Design Process.

The purpose of contact will be to: 1) collect, obtain, and verify factual information pertaining to Project Design tasks of USAID/Senegal's General Development Office; 2) maintain open lines of communication in support of Foreign Assistance issues as related to USAID's General development Office; and 3) solicit stakeholder feedback throughout the Project Design process. Interactions will concern information gathering and leading the development of Project Design documents with various partners. Consultations between the incumbent and partners will be held for explaining and assisting with strategizing Project Design related documents and objectives, securing cooperation, resolving problems, obtaining or furnishing information, defending or negotiating controversial issues among stakeholders with diverse opinions, and persuading USAID staff and counterparts to take actions and accept recommendations.

11. Supervision Exercised:

The Project Design Coordinator does not have regular supervisory responsibility.

12. Time Required to Satisfactorily Perform Full Range of Duties after Entry into the Position

One (1) month.

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. Following is the evaluation criteria for this position:

Education (20 points)

Candidates must possess a Masters' Degree in international development, social or behavioral science, public policy/administration with a concentration in public services, or communications, or other related field of study.

Knowledge/Experience (40 points)

- A minimum of 5-7 years relevant professional experience in program design (and/or management) with developing countries, including experience in education programming. Preference given to those with experience in education.
- Demonstrated knowledge of policy, technical and operational aspects of education, gender, and international development practices. Preference given to an understanding of these issues in the Senegalese/Casamance context or comparable setting.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.
- Demonstrated experience working with high level host country counterparts, in-country program managers, policy makers and a broad array of international Education service providers and community leaders (including non-governmental organizations, faith-based and community-based organizations, and the private sector)

Skills/Abilities (40 points)

- Superior writing skills.
- Strong interpersonal and communication skills including ability to collaborate with host-country officials and interact with partners, contractors and other stakeholders at senior levels.
- Proven ability to work effectively in a team environment and communicate highly technical information to both expert and lay audiences, and achieve consensus on policy, project, research, and administrative matters.
- Ability to readily understand, analyze and discuss issues around education, gender and development practices. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

Annex 1: References

<http://www.usaid.gov/policy/ads/200/201.pdf>

<http://www.usaid.gov/policy/ads/200/220.pdf>

Annex 2: Key USAID Definitions

ADS 201.3.7 Projects Effective date: 01/17/2012

A “project” is defined as:

A set of executed interventions, over an established timeline and budget intended to achieve a discrete development result through resolving an associated problem. It is explicitly linked to the CDCS Results Framework. More succinctly, a project is a collaborative undertaking with a beginning and end, designed to achieve a specific purpose.

Several other terms relate to this definition of project, including “program” and “activity”.

“Program” is aligned with a CDCS Development Objective and includes all projects and other activities that are associated with a particular DO. “Activity” is a component of a project that contributes to a project purpose. It refers to an award (such as a contract or cooperative agreement), or a component of a project such as policy dialog that may be undertaken directly by Mission staff.

Annex 3: Key USAID Principles for Project Design

ADS 201.3.8.5 Additional Principles of Project Design Effective date: 01/17/2012

In addition to the application of the Operational Principles discussed in ADS 200.3.1, there are a number of significant additional principles that apply specifically to the design process as follows:

- **Apply analytic rigor and utilize the best available evidence:** There is always a dynamic tension between the pressure to obligate funds and the time needed for evidence-based project designs. It is essential that project designs not short-change rigorous analysis and the collection of evidence from development experience and lessons learned derived from well documented, rigorous evaluations. In addition to USAID directly producing analytic studies, additional methods for obtaining needed information can be used, such as literature reviews, synthetic analysis of existing knowledge, peer exchange of experimental knowledge, consultations with local thought leaders to elicit local knowledge, etc.

Methods and formats should be matched to available resources and to the knowledge being sought, and should be planned to optimize the analytic gain for the effort and funding available. While lengthy analytic studies will be necessary in some cases, in others, sufficient analyses can be conducted by using interactive formats ranging from face-to-face facilitated workshops to virtual discussions among development experts, and so on.

- **Continuous Learning for Adaptive Management:** Regardless of the approach to analysis, it should be recognized from the outset that the analytic basis for projects continuously needs to be updated, tested, and upgraded. Project design should therefore incorporate plans to reflect on the evidence underlying project design, assess the implications of divergence between anticipated and unanticipated outcomes, and facilitate reflection, additional analytic work, and course correction during project implementation.

Missions that have included a focus or component in their Country Development Cooperation Strategy (CDCS) on collaborating, learning, and adapting (CLA) should have a separate implementation plan for operationalizing this component across the Mission portfolio. They should ensure that project designs reflect the projects' relationship to that broader implementation plan.

• **Implement review processes appropriate to a project's cost and complexity:** In addition to conducting analysis, project designs can also be improved through the use of peer input and peer review. This can take a variety of forms, including having USAID/Washington staff undertake an early knowledge management review to identify lessons from similar projects and programs; having a panel of experts participate in a facilitated project design review session; and seeking design and review participation from experts at partner country institutions, U.S. Government and other donor agencies, think tanks, and universities. In consulting outside USAID, judgment must be used to avoid potential conflicts of interest. At a minimum, all projects must undergo an internal multidisciplinary formal review involving various Mission offices and functions.

• **Promote collaboration and mutual accountability among USAID, the partner government and other key stakeholders:** In line with the principles of the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action, and the principles of USAID Forward, the design process must include the active engagement of partner country governments and civil society, through, for example, joint diagnostic constraints analyses. An explicit assessment of the partner government's capacity and role with regard to project implementation and managing donor resources should also be included. Based on the outcome of that assessment, a decision should be made on the host country's role in the project, and their contribution toward sustainability, including mutual accountability consistent with ADS 220.

• **USAID staff must lead in the project design effort:** USAID staff should carry out the major steps of the project design process. The designated USAID project design team should oversee the analysis, conceptualization, and detailed design aspects of the project. Collaboration, consultations and peer reviews with experts should be used, but USAID staff should have a leading role. USAID staff should serve as the principal liaison with host government officials and with other donors in establishing project priorities and broad design parameters. Where a Mission does not have appropriately skilled staff resources, they may be available from USAID/Washington, including the Pillar Bureaus, Regional Bureaus and PPL.

• **Broaden the range of implementing options to be considered:** Use of partner country agreements and systems, local non-governmental and community-based organizations, agreements with Public International Organizations (PIO), and pooled funding arrangements broaden the range of mechanisms beyond USAID-direct contracts and grants awarded to U.S. organizations. Missions should consider mechanisms being pioneered by USAID's Office of Innovation and Development Alliances (IDEA). The choice of implementing mechanisms is one of the most fundamental considerations in the final stage of project design and has clear linkages to the project's sustainability strategy.

Annex 4: Illustrative Schedule and Deliverables

Illustrative Dates	Weeks	Deliverables
	One	1a: Draft AAD Approval Memo
	Two	1b: Final AAD Approval Memo 2a: Draft JEC Memo
	Three	2b: Final JEC Memo
	Four	3a: Draft Desk and Literature Review
	Five	3b: Final Desk and Literature Review
	Six	4a: Draft Log Frame
	Seven	5a: Draft Concept Paper Narrative
	Eight	5a: Draft Gender Analysis
	Nine	6b: Final Concept Paper Narrative
	Ten	6b: Final Gender Analysis
	Eleven	7a: Draft Environmental Analysis
	Twelve	7b: Final Environmental Analysis
	Thirteen	8a: Draft Sustainability Analysis
	Fourteen	8b: Final Sustainability Analysis
	Fifteen- Eighteen	14a: Draft PAD
	Nineteen to Twenty-one	14b: Final PAD
	Twenty-two	15a: Draft Project Authorization Memo
	Twenty-three	15b: Final Project Authorization Memo
	Twenty-four to Twenty- five	17a: Draft Procurement Documents Activity 1 18a: Draft Procurement Documents Activity 2
	Twenty-Six	17b: Final Procurement Documents Activity 1 18b: Final Procurement Documents Activity 2

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

OR Papa Babacar Niowy Senghor
Human Resources Specialist
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: _____