



**FOOD FOR PEACE OFFICER, SIERRA LEONE
U.S. or Third Country National (TCN) Personal Services Contractor (PSC)**

1. **Solicitation Number:** 685-14-001
2. **Issuance Date:** 02/14/2014
3. **Closing Date/Time:** 03/14/2014 at 17:00 p.m. (Senegal Time)
4. **Position Title:** FOOD FOR PEACE OFFICER – SIERRA LEONE
5. **Market Value:** GS 13 (\$71,674 - \$93,175)
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:** Freetown, Sierra Leone
7. **Direct Supervisor:** FFP Regional Director, USAID/Senegal
8. **Supervisory Control:** None
9. **Period of Performance:** Immediate upon receipt of security/medical clearances.
(The Personal Services Contract will be for 24 months, with options of three-one year extensions up to a maximum of five years, subject to continued need and availability of funds)
10. **Place of Performance:** Freetown, Sierra Leone
11. **Security Access:** Secret
12. **Area of Consideration:** U.S. Citizens and TCNs

Final approval for the creation of this position (NSDD-38) is pending and a contract will not be awarded until/unless the final approval is granted.

BACKGROUND

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. FFP annually provides close to \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 46 million beneficiaries in 48 countries. Since 2010, FFP has complemented its provision of Title II in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market-based approaches such as cash transfer or food voucher programs that facilitate access to food.

In addition to emergency response, FFP provides support for development food assistance programs which aim to address the underlying causes of food insecurity. Taken together, the in-kind and cash based programs provide an impressive array of tools to combat hunger and malnutrition overseas. Programming is facilitated by state of the art early warning systems, a changing in-kind food aid basket that includes more nutritious products, and a modern supply chain management system that allows for rapid movement of commodities. Programming approaches are evolving to focus increasingly on building the resilience of chronically vulnerable populations, especially those in arid lands who face increasing cycles of drought, and improving nutrition with a special focus on women and children under two.

Food for Peace works closely with many other parts of USAID, especially the Bureau for Food Security, which plays a key role in implementing the President's Feed the Future initiative, and the Office of U.S. Foreign Disaster Assistance (OFDA), which leads on disaster response around the world. FFP employs a staff of over 50 in Washington and also has officers posted in USAID Missions abroad.

Currently, FFP is supporting the five-year Sustainable Nutrition and Agriculture Program (SNAP) that comprises the largest U.S. Government assistance in Sierra Leone (approximately \$12 million annually). The program aims to reduce chronic malnutrition among children under five through improved access to health and nutrition services and behavioral practices, and to enhance livelihoods among vulnerable populations through agricultural, financial, marketing, and community asset activities. The program supports mothers and the community as a whole to improve infant and child feeding practices for children under five, and to eliminate stunting, a scourge that impacts the lives of more than 30 percent of the children in the country. Activities include the promotion of improved agricultural practices through Farmer Field Schools, the rehabilitation and construction of community infrastructure, equipping health care facilities, and providing training to health care providers and caregivers to improve the health and nutrition of children and nursing mothers. Additional activities target hygiene and sanitation practices, vocational skills, and microfinance.

USAID/Sierra Leone co-chairs the national nutrition working group which will continue to meet monthly as the government sets up a new SUN Secretariat in the Office of the Vice President. SNAP supports the government on its new Teenage Pregnancy Initiative and works as a leading partner with the Ministry of Health and the Ministry of Agriculture on the implementation of the government's nutrition plan.

USAID/Sierra Leone currently has programs in three areas: Democracy and Governance, Economic Growth and the FFP program. There are also a number of centrally-funded health programs in Sierra Leone, and OFDA has provided monitoring support for persistent threats such as cholera. While FFP does not currently support any emergency programs in Sierra Leone, both USAID/FFP and the

SNAP program work actively with the United Nations' World Food Program (WFP) and other donor partners including UNICEF and Irish Aid which are the primary donors supporting nutrition interventions. USAID/FFP also supports remote monitoring of food security conditions through the Famine Early Warning System Network (FEWS NET).

The USAID/Sierra Leone office currently employs two Foreign Service National staff plus the FFP staff member, led by a USPSC Country Program Manager. The total annual value of programs including the SNAP activity is roughly \$15 million.

To improve, monitor, and evaluate the effectiveness and efficiency of food assistance activities provided under the FFP program in Sierra Leone, and to monitor and inform overall food security conditions and programming, **USAID requires the services of a FFP Officer hired through a U.S. or Third Country National (TCN) Personal Services Contract for a period of two years, with extension options for a total of five years, subject to continued need and availability of funds.**

GENERAL RESPONSIBILITIES

The USAID Food for Peace Officer, (FFPO) based in Freetown, Sierra Leone is a subject matter expert (SME) on the delivery and management of U.S. Food Aid programming in Sierra Leone. The FFPO is responsible for ensuring effective management of FFP resources and programs in Sierra Leone. As the FFP representative in country, his/her primary responsibility is to monitor FFP-funded food assistance programs and report on their implementation to FFP/Washington, FFP/Senegal, USAID/Guinea and Sierra Leone as well as the U.S. Embassy in Freetown, Sierra Leone. S/he will conduct periodic assessments and make recommendations to increase project effectiveness, including compliance with contractual or agreement requirements and project targets and coordination with other food security and relevant programs in the country. S/he will coordinate with the Agreement Officer's Representative (AOR) based in Washington, DC and the FFP West Africa Regional Office in Senegal to communicate best practices and lessons learned, as well as to take advantage of technical assistance and monitoring and evaluation support offered, to forward the objectives of the SNAP program and other food security efforts. S/he will coordinate with USAID/Guinea and Sierra Leone to ensure to the extent possible and appropriate, complementarity of development programs; to ensure that communications with the U.S. Embassy in Sierra Leone is with a single USAID voice led by the USAID/Guinea and Sierra Leone Mission Director or his or her appointee; to assure that communication and outreach to the Government of Sierra Leone and to the general population as well as the various development partners, including private sector actors, is coordinated and consistent with USG policy in Sierra Leone.

An important secondary responsibility is the assessment of food security conditions as they relate to the FFP portfolio and food assistance needs. This includes coordination with other U.S. Government programs, host government counterparts, implementing partners, other donors, civil society organizations, and the private sector, among others. The FFPO will be expected to assist with emergency activities and programs as they occur, including those supported by other U.S. Government agencies and offices.

The FFPO will report directly to the USAID/FFP West Africa Regional Director in Dakar, with coordination and support from USAID/Guinea and the USAID/Sierra Leone Country Program Manager. The incumbent is responsible for ensuring that Regional Executive Office (EXO) and Regional Financial Management Office (RFMO) staff in Dakar, as well as appropriate staff at USAID/Guinea, including the Supervisory Program Manager, are provided appropriate documentation on all financial and administrative matters related to FFP in Sierra Leone in a timely manner. The FFPO is also responsible

for ensuring that all supporting documentation for transactions processed by the U.S. Embassy in Freetown are properly forwarded to USAID/Dakar within the specified timeframe.

The FFP Officer is expected to work closely with all U.S. Government staff in accomplishing his/her job, and represent its interests on food assistance policies and programs with host country officials, donors, and other stakeholders whenever needed. S/he will also be expected to take part in and recommend actions that inform FFP and USG's decision making and reporting capacities. This includes, for example, taking part in food security, crop, and/or nutritional assessments and surveys, etc.

The position is based at the U.S. Embassy in Freetown, but it is expected that approximately 30 percent of the FFPO's time will be spent traveling throughout the country to monitor program activities and assess food security conditions and food assistance needs. This may also include travel to the West Africa Regional Office in Dakar and the USAID/Guinea Mission in Conakry to inform programming, engage in technical exchanges, and coordinate and share information and best practices.

SPECIFIC DUTIES

The FFP Officer will undertake the following duties:

1. Serve as point of contact for all issues pertaining to FFP food assistance in Sierra Leone for USAID/Washington, USAID/Guinea, USAID/Senegal, the U.S. Embassy in Freetown, other parts of the U.S. Government, Private Voluntary Organizations (PVOs), international organizations, host nation governmental ministries and agencies, and others in Sierra Leone.
2. Monitor and report on the implementation of ongoing FFP programs, including progress and problems encountered by awardees, including commodity management issues, and following up with PVOs on recommended actions and on the status of loss claims.
3. Provide information and guidance to FFP assistance award recipients on FFP regulations, policies and procedures.
4. Report on all food security issues, to include changes in the food security situation and food assistance requirements, government policies and actions affecting food aid programs, government food assistance programs, and donor pledges and programs.
5. Coordinate with the Country Team, including the USAID Office of the U.S. Embassy in Freetown, and/or other USG Departments and Agencies as appropriate, host government, PVOs, international organizations, donors, and others to address issues impacting FFP food assistance.
6. Undertake and report on assessments to inform FFP food assistance funding decisions or modifications to ongoing programs.
7. Work with PVOs on the preparation of annual work plans and program modifications, and with WFP on new appeals or revisions to existing ones.
8. Work with other parts of the U.S. government and other donors to promote integration of food assistance with other programs to increase the effectiveness of the programs overall.

9. Use the FFP commodity management system to track and analyze commodity movements, losses, and claims status of FFP implementing partners, and work with partners, FFP/Senegal and FFP/Washington to resolve commodity management issues and make recommendations on how to improve the efficiency and effectiveness of food distribution in the country.

10. Undertake other tasks, as assigned.

SUPERVISORY RELATIONSHIP: The incumbent's official supervisor will be the USAID/Senegal FFP Regional Director, with day-to-day coordination and support from USAID/Guinea and the USAID/Sierra Leone Country Program Manager. The FFP Officer is expected to be in regular contact with FFP/Washington, USAID/Senegal, USAID/Guinea and the U.S. Embassy in Freetown to report any information pertaining to ongoing FFP programs. The FFP Officer's performance will be evaluated on an annual basis by the USAID/Senegal FFP Regional Director, based in part on inputs from the USAID/Guinea and Sierra Leone Mission Director and other stakeholders and colleagues.

The FFP Officer is the primary liaison on all communications with USAID/Senegal on FFP-related financial and administrative issues. All local and international travel, time and attendance, and other USPSC support costs are processed and approved by USAID/Senegal. In addition, s/he will coordinate closely with USAID/Guinea and Sierra Leone to ensure to the extent possible and appropriate, complementarity of development programs; to ensure that communications with the U.S. Embassy in Sierra Leone is with a single USAID voice led by the USAID/Guinea and Sierra Leone Mission Director or his or her appointee.

SUPERVISORY CONTROLS: The incumbent is expected to take initiative and act independently, consistent with USAID and USG policies, rules and laws, with little direction. The FFP Officer is expected to take the lead in the reporting of information on issues pertaining to ongoing FFP programs as well as administrative issues related to FFP. The regional FFP office in Senegal is available to provide guidance on technical food assistance issues and support through regular visits. The FFP Officer is expected to work collaboratively and directly with donor and government officials and on a frequent basis assist with outreach and reporting efforts.

MINIMUM QUALIFICATIONS FOR HIRING:

- Bachelor's degree from an accredited U.S. or internationally recognized institution with significant study in public health and/or nutrition, agriculture, community development, or other related field. The incumbent is required to also have a total of at least five (5) years of progressively responsible experience in humanitarian assistance and/or international development, ideally related to health and/or nutrition programming. At least two (2) years of this experience should preferably be overseas;

OR

- A Master's degree from an accredited U.S. or internationally recognized institution with significant study in public health and/or nutrition, agriculture, community development, or other related field. The incumbent is required to also have a total of at least three (3) years of progressively responsible experience in humanitarian assistance and/or international development. At least one (1) year of this experience should preferably be overseas;

- Background in health and nutrition, such as maternal and child health, food and nutrition programming, and community nutrition is preferred;
- Advanced computer skills, to include knowledge of Microsoft Word and Excel, e-mail, and the internet;
- Proven experience in conceptualizing programming, policies and plans and developing strategies for their implementation as well as in tracking and evaluating program implementation.
- Working understanding of the legislative and policy mandates, objectives and functions of USG food assistance programs desirable;
- Ability to gather, analyze and interpret complex data and financial information related to food assistance programs and prepare reports on commodity import data and financial information. Must also be able to prepare reports based on data collection, field analyses and assessment of food assistance activities;
- Experience with building sustainability into programs;
- Ability to form and solidify networks with government and the private sector;
- Advanced English language skills;
- Proven capacity to communicate effectively both orally and in writing;
- Ability to obtain a SECRET level security clearance; and
- Ability to obtain a Department of State medical clearance for Sierra Leone.

In addition, the Applicant must be a U.S. Citizen (see definitions below) or Third Country National and must state his/her nationality and, additionally, state country of residence immediately prior to the time of USAID job offer under this solicitation, if one is made.

Applicants not meeting these minimum qualifications will not be evaluated further.

QUALITY RANKING FACTORS: Applicants who meet the minimum qualifications and selective factors will be further evaluated based on the Quality Ranking Factors (QRF) listed below.

A. Professional Experience – 50 points

- (i) Knowledge and experience with international development and relief (20 points)
- (ii) Knowledge and experience with Food for Peace food assistance programs (20 points)
- (iii) Technical expertise in public health and/or nutrition (10 points)

B. Program Management – 30 Points

- (i) Ability to manage programs, to include programmatic and financial issues (10 points)
- (ii) Ability to monitor and evaluate programs, to include programmatic and financial issues (10 points)
- (iii) Ability to review, evaluate and apply complex policies and regulations (10 points)

C. Interpersonal and Communication Skills – 20 Points

- (i) Ability to provide rapid, concise, accurate reporting in English, both verbally and in writing (10 points)
- (ii) Ability to analyze data and information and prepare reports to inform program development and management decisions (5 points)
- (iii) Ability to work effectively as a team member and in diverse cultures (5 points)

6. **INSTRUCTIONS TO APPLICANTS**

Interested individual must submit:

- (i) his/her most current curriculum vitae (CV) or resume;
- (ii) signed SF 171 or OF 612;
- (iii) three (3) who are not family members or relatives, with working telephone and email contacts,
- (iv) a written statement certifying the date and length of time for which the candidate is available for the position; and
- (v) a cover letter of application highlighting your reason for applying for the position

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. A written statement that responds to the requirements of the position may also be included as an attachment. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. The applicant's references must be able to provide substantive information about his/her past performance and abilities.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Senegal reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)** Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

usaiddakar-hr@usaid.gov

Attn.: Samuel Carter

or

Antoinette Faye

Sup. Regional Executive Officer

Human Resources Assistant

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

7. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form 171 or Optional Form 612.
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.

8. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:

CIBs/AAPDs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc

to determine which CIBs/AAPDs apply to this contract.

9. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

A. BENEFITS:

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave
- Access to Embassy medical facilities, commissary and pouch mail service

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) Educational Allowance (Section 270)
- (9) Separate Maintenance Allowance (Section 260)
- (10) Educational Travel (Section 280)

*Standardized Regulations (Government Civilians Foreign Areas).

Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.

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

EQUAL EMPLOYMENT OPPORTUNITY: 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:

Elizabeth I. Williams, FFP/Dakar:	<u>Williams</u>	Date: <u>Feb 14th 2014</u>
Jessica Coulibaly, Acting/Team Leader/Dakar:	<u>[Signature]</u>	Date: <u>2/17/14</u>
Samuel Carter, Sup. Reg. EXO:	<u>Samuel Carter</u>	Date: <u>FEB 14 2014</u>