



**MAURITANIA COUNTRY PROGRAM MANAGER
U.S. or Third Country National (TCN) Personal Services Contractor (PSC)**

1. **Solicitation Number:** 685-12-002
2. **Issuance date:** 07/24/2012
3. **Closing date/time:** 09/04/2012 at 17:00 pm (Senegal Time)
4. **Position title:** COUNTRY PROGRAM MANAGER – MAURITANIA
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:** Nouakchott, Mauritania
7. **Direct Supervisor:** Mission 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 availability of funds and Washington's approval)
10. **Place of Performance:** Nouakchott, Mauritania
11. **Security Access:** Secret
12. **Area of Consideration:** U.S. Citizens

I. Background

The USAID Senegal Regional Mission (USAID/Senegal) works in a regional capacity to support presence and non-presence Francophone countries (NPC) in West Africa.

Mauritania is one such NPC.

USAID established a field office in Mauritania in early 2007 to effectively manage its programs in the country; one being a Limited Scope Grant Agreement (LSGA) with the host-country government. This and other smaller programs for which the incumbent will be responsible are detailed below.

The office was closed in early 2009 due to the suspension of all USG development programs as a result of the military coup in August 2008 and political instability in the country. On July 18, 2009 however, Mauritania held a Presidential Elections which was declared by the international community and international observers as free and fair. Since that time, the USG has reinstated its development assistance due to the democratic election and the return of seemingly peace and stability in the country.

The Country Program Manager (CPM) will be the principal advisor to the Ambassador and his/her designee on USAID development programs; be the resident point of contact and liaison for USAID in Mauritania; oversee, support, assess, critique, monitor and evaluate USAID activities managed in-country; analyze the operating environment (political, economic and physical); and coordinate USAID activities with State, DoD, and assistance provided by other donors, including international and private assistance agencies.

Additional detail of current programming, listed by recipient and title, are as follows:

- Islamic Republic of Mauritania (GIRM): Support of stated national development priorities of GIRM.
- United Nations Development Program (UNDP): Multifunctional Solar Platforms, to support the extension of a UNDP project providing sustainable small-scale solar electricity panels and maintenance training from their current domain further into eastern Mauritania.
- United Nations Children's Fund (UNICEF): Care for Child Victims of Slavery and Trafficking in Mauritania, to support school enrollment and incentivization programs for chronically-absent youth.
- World Vision: Community Mobilization against Hunger and Malnutrition in Mauritania, a project which supports community-based management of acute malnutrition (CMAM) interventions as well as the development of community-based nutrition surveys.
- TBD: Food for Peace (FFP) programming to address food insecurity.
- TBD: Support to GIRM's national electoral commission.

The level of current and planned activities in Mauritania will warrant the full attention of a dedicated and experienced development professional. USAID therefore plans to recruit a USPSC to serve as the

Mauritania Country Program Manager to administratively oversee and coordinate, as appropriate, all USAID-funded activities in Mauritania. S/he will monitor and provide oversight on the growing portfolio of current activities and other potential USAID projects. The CPM will liaise with USAID/Senegal staff, and with USAID/Senegal's principal grantees to facilitate performance tracking. The person will receive support from technical offices in Dakar and Washington, as appropriate, and will coordinate and respond to tasks from USAID/Washington.

This is a high profile position and requires that the incumbent maintain high-level professional contacts among regional institutions, donors, the private sector, and USG agencies. The incumbent is therefore expected to have the initiative, knowledge of Agency regulations and procedures, experience and maturity required to exercise professional judgment for conducting negotiations with relevant counterparts to further the Agency's interests.

1. Duties and Responsibilities of Position

a. Administration and Oversight (35%)

The incumbent will undertake relevant tasks as requested by his or her supervisor, or his or her designee. S/he will have a broad range of decision making authority per the Mission Director and is expected to exercise independent judgment and perform work of outstanding difficulty. S/he has a range of technical, management, coordination and analytical responsibilities in the design and implementation of activities in Mauritania. S/he is responsible at a professional level for a full range of services related to program management and oversight and will prepare briefing papers, activity reports, reporting cables, procurement plans, etc., as required. Additionally, s/he will be responsible for organizing and managing all official visits related to USAID programs, as necessary, oral briefs on USAID activities in Mauritania. S/he will also be responsible for maintaining in good order working files on USAID program work in Mauritania. S/he will also be called upon to participate in program audits and will coordinate all USAID affairs in Mauritania and support services with the Embassy.

b. Monitoring and Evaluation, Analysis and Reporting (25%)

S/he provides inputs as required to ensure that all USAID reporting requirement on the performance of all activities in Mauritania are met. S/he will assist, where necessary, implementation partners in setting up reporting and tracking systems to provide such information in an efficient and timely manner. Monitoring and evaluation responsibilities will include extensive in-country travels to observe and report on all program-funded partner interventions. S/he will also assist in the review and analysis of data and information on relevant technical areas as a basis for providing accurate information on impact and effectiveness of the program in achieving its objectives. S/he will assist in drafting quarterly and annual progress reports and participate in the assessment of the work of implementing partners. S/he will coordinate all evaluation activities with USAID/Washington and USAID/Senegal, and ensure that targeted beneficiaries take part in the evaluation process.

c. Maintain USG and Partner relationships (25%)

The incumbent serves as the USAID/Senegal in-country coordinator maintaining regular contact and coordinating activities with other USG agencies in Mauritania, specifically State and DOD. S/he maintains frequent face-to-face contact with implementing partners, stays abreast with activities conducted by them, and forms relationships with indigenous partner(s) with whom the USAID implementing partner(s) is working. S/he actively identifies and develops opportunities for improved coordination. S/he is also the primary point of contact for non-governmental development organizations operating in or visiting Mauritania. The CPM also acts as the primary point of contact for USAID visitors

and is responsible for USAID visitor orientation and ensuring the Ambassador and other members of the country team have a good understanding of programs. S/he also produces briefing papers and activities and provides guidance and support for visitors and consultants. S/he will draft materials such as briefing papers, press releases, powerpoint presentations, etc., for use in communicating USAID program content and progress to the public and other stakeholders.

d. Perform other tasks as assigned (15%)

From time to time, the incumbent may be required to perform other duties relevant to this position but not specifically identified above. The incumbent will be a key contributor to overall USG development assistance planning for Mauritania. S/he may periodically, be involved in events of the U.S. Embassy mission and perform duties as assigned by the USAID/Senegal Mission Director, U.S. Ambassador to Mauritania or by other USG Agency heads inherent to the position.

2. Minimum Qualification

- A minimum of Master's Degree from accredited institution in a field directly related to international relations, education, business administration, international development, public administration or related disciplines, is required;
- 10 years of relevant experience, in development and humanitarian assistance programs, is required - Arab world or West African experience is highly desirable but not required;
- Proficiency in French language (equivalent of FSI-3 or above) in both speaking and reading is required; Arabic proficiency (equivalent of FSI-3 or above) is highly desirable but not required;
- U. S. Citizen

3. Selection Criteria:

a. Relevant Work Experience (40 points)

- At least ten (10) years of relevant and progressively responsible experience implementing humanitarian assistance or development programs with demonstrated management expertise and skill implementing public or private cooperation programs. Extensive professional experience at a senior management level and preference will be given to at least five years working in the Arab World or Francophone West Africa;
- At least five years of experience in coordinating activities with host governments and/or other donors and demonstrated ability to interact professionally and provide technical guidance to high-level USG and host government officials and represent the USG in program development discussions.

b. Language Proficiency (20 points)

- Must be fluent in both French and English and should be able to speak and write at a professional level in both language, Modern Standard or Regional Dialect Arabic proficiency is highly desirable but not required;
- Should be able to read technical document and conduct technical discussions in both languages at FSI S3+/R3+ level;
- Ability to write at professional level in French and/or knowledge in local language (especially Arabic) would both be added advantages.

c. Knowledge (20 points)

- Demonstrated knowledge of socio-cultural factors affecting development in West African, the Maghreb / Arab World, and the Sahel,
- Knowledge of Mauritania, its people and the development challenges it faces,
- Knowledge and experience with development programs such as education, economic growth, conflict prevention, governance, health, etc.; and
- Knowledge and experience with international development and relief in Africa.

d. Skills and Ability (20 points)

- Ability to manage, monitor and evaluate programs, including programmatic and financial issues;
- Ability to exercise independent judgment and perform work of outstanding difficulty;
- strong communication skills (oral and written) in English and French, including demonstrated presentation and negotiation skills, Arabic language skills highly desired but not required;
- Analytical and planning skill with demonstrated abilities to analyze political, social, economic and cultural factors and their impact on development;
- Strong computer skills in Word Processing, Excel Spreadsheets and Graphic Programs);
- Proven cross-cultural and interpersonal skills including demonstrated experience successfully working in teams.

8. INSTRUCTIONS TO APPLICANTS

Interested individuals 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.: Steven T. Cowper
Sup. Regional Executive Officer

or

Aminata Dieme
Human Resources Specialist

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.

9. 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.

10. 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.

11. 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.