

**SOLICITATION NUMBER: SOL-636-14-000001**

ISSUANCE DATE: June 16, 2014

CLOSING DATE: July 15, 2014

SUBJECT: Solicitation for a Resident-hire U.S. Personal Services Contractor - Country Program Manager for USAID/Sierra Leone

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified individuals from interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed Application for Federal Employment form (OF-612) or Universal Application for Federal employment form DS-174 including other documentation/information in Instruction to Applicants. Incomplete or unsigned applications will NOT be considered). Forms can be downloaded from [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) or <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL>

**To be considered for the position, a candidate must meet the definition of resident USPSC and all of the eligibility requirements listed under Selection Factors in the solicitation. For the purpose of this solicitation, a resident USPSC is defined as a U.S. citizen or permanent resident who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement.**

Complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to:

The Human Resources Office,  
(Solicitation #636-14-000001 - Resident-Hire U.S. Citizen PSC Country Program Manager position)  
United States Embassy  
Southridge  
Hill Station  
Freetown

Or

Via e-mail at: conakrypscjobs@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word or PDF and not zipped. Note that attachments to email must not exceed 3MB.

Any questions in response to this solicitation must be directed to:

Samuel Carter Jr.  
Supervisory Regional Executive Officer  
TELEPHONE NUMBER: 00221-77-637-9839  
E-MAIL ADDRESS: sacarter@usaid.gov

Or you can visit the U.S. Embassy website  
[http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) for details of application procedure for this position.

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Samuel Carter Jr.  
Supervisory Regional Executive Officer

Solicitation for a Resident-Hire U.S. Personal Services Contractor COUNTRY PROGRAM MANAGER FOR USAID/SIERRA LEONE

1. SOLICITATION NO.: SOL-636-14-000001
2. ISSUANCE DATE: JUNE 16, 2014
3. CLOSING DATE/TIME: JULY 15, 2014 AT 13H00 LOCAL TIME
4. POSITION TITLE: COUNTRY PROGRAM MANAGER
5. MARKET VALUE: **GS-13 (\$72,391 to \$94,108) and/or GS-14 (\$85,544 to \$111,203) p.a.** Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
6. PERIOD OF PERFORMANCE: Two years
7. PLACE OF PERFORMANCE: Freetown, Sierra Leone
8. SECURITY ACCESS: Employment Authorization must be obtained prior to the execution of the contract.
9. AREA OF CONSIDERATION: **RESIDENT-HIRE US Citizen PSC**
10. SUPERVISORY CONTROL: The incumbent will be expected to work independently with little direction and guidance.

**A. POSITION DESCRIPTION:**

**1-INTRODUCTION:**

Sierra Leone has made considerable strides in recent years, rebuilding and consolidating peace, promoting democracy at the national and local levels, increasing school enrollment for boys and girls, and stabilizing economic growth rates at 5%-7% annually. However, the country remains one of the poorest in the world. Ranked 177 out of 187 nations on the United Nations most recent Human Development Index (2012), more than 50% of the country's almost 6 million people live below the poverty line, while roughly one quarter of the population lives in extreme poverty. Sierra Leonean women continue to suffer disproportionate inequality in terms of income, education, and access to land and justice.

Sierra Leone's brutal 11-year civil war officially ended in 2002. Findings of the Truth and Reconciliation Commission (TRC, 2004) stated that women

and girls were deliberately targeted and became victims of physical and sexual violence perpetuated by all armed groups during the conflict. The TRC further found that women continue to suffer structural gender injustices which are entrenched and pervasive in all areas of social, political, economic, constitutional laws, traditional and customary practices. The TRC recommended that addressing these inequalities would require abolition of discriminatory laws and practices, law reform, access to justice, institutional capacity building and establishment of educational programs to influence a cognitive shift in the negative and stereotypical views that result in the oppression of women.

In October 2000, the United Nations Security Council unanimously adopted Resolution (UNSCR) on Women's, Peace and Security. To ensure full participation of women in peace processes and for the integration of gender perspectives in conflict resolution and peace-building, Sierra Leone became one of the first countries to develop a National Action Plan for the implementation of the UNSCR.

USAID/Guinea-Sierra Leone requires contracted services of a development assistance expert with strong interpersonal, program, monitoring, and reporting skills to manage the USAID assistance program to Sierra Leone. The position will be based in Freetown reporting to the USAID/Guinea-Sierra Leone Mission main office in Conakry and will require periodic travel to Conakry for administrative support and coordination with the USAID/Guinea Mission.

## **2-POSITION DESCRIPTION**

Reporting to the Mission Director of USAID/Guinea-Sierra Leone, the Program Manager supports procurement, program design, program management, implementation, budgeting, monitoring and reporting for the Sierra Leone portfolio. S/he is responsible for management of all USAID Foreign Service National (FSN) staff in Freetown and ensures the quality of all planning and execution of documents, required under USAID acquisition and assistance policy guidelines.

S/He also provides active program coordination with GOSL counterparts and implementing partners; international organizations; representatives of the international donor community; USAID Regional Offices; and USAID/Washington cognizant staff. S/he is an integral member of Sierra Leone country team. Subject to the Chief of Mission (or his/her designee) authority, the Program Manager will participate in and provide substantive input to advance the Chief of Mission priorities.

The Program Manager also works closely with and at the direction of the USAID/Guinea's Front Office, to ensure that activities planned and implemented remain consistent with USAID's policies and strategy for Sierra Leone. USAID/Guinea provides technical and programmatic support from the Mission in Conakry; the incumbent continuously coordinates with relevant staff. The Program Manager will work with a permanent point-of-contact in Conakry in order to facilitate continuous communication and

coordination across the technical, program, contracting, legal, financial, and front offices in Freetown, Conakry, and Dakar.

### **3-DUTIES AND RESPONSIBILITIES**

**A.** The Program Manager must coordinate and effectively communicate all procurement actions with these offices at least once a week. An Acquisition and Assistance Specialist in Conakry and a Contracting Officer in Dakar will provide assistance to the Program Manager for all procurement actions.

The Program Manager will also set priorities for monitoring of all awards being implemented ensuring that results are in line with USAID guidance and regulations. This will involve updating a Performance Monitoring Plan for USAID/Sierra Leone and ensuring regular field visits and data quality assessments for indicators that are being used to measure performance.

#### **B. Specific functions may include, but are not limited to:**

- Lead the design of new activities for USAID assistance to Sierra Leone. This requires an understanding of USAID project design procedures, resource requirements for activities, and familiarity with working within a results framework/multi-year strategy that helps to guide decision-making. Drafting statements of work or program description for new activities with direction from Mission leadership in Conakry. Representing USAID for interagency strategic planning.
- Leading efforts to improve the Sierra Leone country strategy and leveraging additional resources from the private sector, other donors, and/or USAID/Washington in order to properly scale activities in USAID/Sierra Leone. This requires familiarity with public-private partnership building and navigating channels for additional funding from within and outside the donor agency, in this case, USAID.
- Preparing and processing (or supervision of) program budget and activity documentation. This includes providing significant substantive input to the Annual Mission Resource Request, preparing the Annual Operating Plan and Congressional Budget Justification (CBJ), Congressional Notification (CN), OYB reporting.
- Conducting pipeline analyses and tracking activities to ensure that required documentation is maintained by activity managers (AORs/CORs) and that activities do not veer from overall USAID/Sierra Leone program goal.
- Providing technical direction for the Sierra Leone program portfolio, as well as performance monitoring and evaluation. Ensuring that implementing partners receive appropriate guidance to track and record indicators that measure program impact. S/he will utilize these performance indicators in evaluating programs and

strategies, and recommending program adjustments as well as preparing Program Performance and Plans (PPR) and portfolio reviews.

- Participating in review of proposed activities for technical input. Leading and participating in technical evaluation committees for USAID/Sierra Leone and/or interagency panels.
- Preparing correspondences, cables and reports in response to inquiries or routine reporting documents regarding program activities, including providing analysis and recommendations to support or deny requests for modification and/or extension of activities, as appropriate.
- Attending, and in some cases, organizing, meetings and conferences and preparing follow-up cables and reports.
- Serving as the USAID humanitarian assistance liaison with other Bureaus. The Program Manager will regularly report on these activities, as directed by the Mission Director.

**Supervision Exercised:**

Supervise two Senior FSN professional staff and one Administrative Assistant. Provide coordination and support for the Food for Peace Representative in Sierra Leone.

**Supervision Received:**

The contactor will perform other appropriate duties, as assigned by the Mission Director or his/her designee or by the Ambassador or DCM of U.S. Embassy Freetown and professionally carry out interagency functions as part of the U.S. Embassy Mission in Freetown.

The contractor performs his/her duties under the administrative direction of the Mission Director of USAID/Guinea and Sierra Leone. Responses to Directives or requests from other sources will be provided through the Mission Director, unless otherwise agreed.

**LEVEL OF CONTACTS:**

The selected applicant must be able to work and communicate effectively at the Ministerial level of the host country government, and with persons and partners from all sectors of the USAID program. Interaction with Minister-level officials is subject to prior clearances from the USAID Mission Director and the Embassy/Freetown Front Office.

**QUALIFICATIONS AND SELECTION CRITERIA:**

The technical scope of the program requires the services of a seasoned program manager with knowledge of programming foreign assistance. Required professional qualifications and skills include:

- **Education (20 points):** A minimum of a Master's degree or related professional degree in International Development, Public Administration or related fields.

- **Experience (25 points):**

**For GS-13 grade level:** Minimum **seven years** recent experience in international development and program management. Relevant experience in programming USAID foreign assistance funds is required. Experience in project design and managing for results is required. Relevant experience in West Africa or in Africa generally is preferred.

**For GS-14 grade level:** Minimum **ten years** recent experience in international development and program management. Relevant experience in programming USAID foreign assistance funds is required. Experience in project design and managing for results is required. Relevant experience in West Africa or in Africa generally is preferred.

- **Knowledge Skills and Abilities (45 points):** A thorough knowledge of USG and/or International Organizations policies, acquisition and assistance procedures, and reporting systems is required. Current knowledge of political and economic conditions in Sierra Leone, and Guinea is desirable. The contractor should have demonstrated professional ability through assuming greater responsibility in past positions that have led to a management position. S/he should demonstrate resourcefulness, good judgment, and have the ability to work with foreign nationals. The contractor must strong management skills and be able to direct a team in all aspects of program and project management from concept design to implementation and reporting on results.

- **Language (10 points):** Excellent English writing and oral presentation skills. Must be fluent in English at FSI 5 level.

**TOTAL POINTS: 100**

**INSTRUCTIONS TO APPLICANTS:**

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal Employment (OF-612), or Universal Application for Federal employment Form (DS-174), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html)).

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number,

country of citizenship, highest federal civilian grade held (also give job series and dates held);

2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received;

3. Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

6. Date of availability to begin assignment in Freetown, Sierra Leone.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. Please note **unsigned applications shall NOT be considered**. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. E-mail must be received by the closing date and time specified in the cover letter.

**VI. U.S. RESIDENT HIRE PERSONAL SERVICES CONTRACTOR (JUNE 1990:**

A contractor meeting the definition of a U.S. Resident Hire PSC contained in Section 12, General Provisions, Clause 1, Definitions, 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), allowances, or differentials.

10. **SECURITY AND MEDICAL CLEARANCE:** The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time, any offer made may be rescinded.

11. **PERIOD OF SERVICE:** The Personal Service Contract will be for two years (on or about August 24, 2014 to o/a August 23, 2016), renewable annually for up to a total of **5 years**, subject to availability of funds, HR/Washington's approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance. The position must be re-advertised, and position description reviewed after the 5 year period based on the same terms and conditions mentioned above for renewals.