#### SOLICITATION NUMBER: SOL-636-17-000001

ISSUANCE DATE: September 06, 2017 CLOSING DATE: October 06, 2017

SUBJECT: Solicitation for a Resident U.S. Personal Services Contractor - Program Manager based in Freetown, Sierra Leone

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified individuals 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. In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation.

Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed federal form Application for Federal employment a302-3.

### Incomplete or unsigned applications will NOT be considered.

Forms can be downloaded from www.usaid.gov/forms/.

Applicants are required to sign the certification at the end of the form a302-3.

To be considered for the position, a candidate must meet the definition of resident US PSC and all of the eligibility requirements listed under Selection Factors in the solicitation. For the purpose of this solicitation, a resident US PSC 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.

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:

Executive Office,
U.S. Agency for International Development
Conakry, Guinea

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:

Cheryl Wilson, Supervisory Executive Officer USAID/Guinea

TELEPHONE NUMBER: +224 - 655-10-40-00 E-MAIL ADDRESS: chewilson@usad.gov

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,

(signed)
Cheryl Wilson
Supervisory Executive Officer

Solicitation for a Resident U.S. Personal Services Contractor (US PSC) PROGRAM MANAGER

**1. SOLICITATION NO.:** SOL-636-17-000001

2. ISSUANCE DATE: September 06, 2017

3. CLOSING DATE/TIME: October 06, 2017 AT MIDNIGHT LOCAL TIME

4. POSITION TITLE: PROGRAM MANAGER

5. MARKET VALUE: GS-13 (\$74,584) or GS-14 (\$88,136.00-

\$114,5785.00). 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 with option to extend

7. PLACE OF PERFORMANCE: Freetown, Sierra Leone with frequent

travel to Guinea.

8. SECURITY ACCESS: Employment Authorization must be obtained

prior to the execution of the contract.

9. AREA OF CONSIDERATIOIN: U.S. citizens

10. SUPERVISORY CONTROL: The incumbent will be expected to work

independently with little direction and

quidance.

#### 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. More than 50% of the country's almost 7 million people live below the poverty line, while roughly one quarter of the population lives in extreme poverty. Although it has substantial natural resources, Sierra Leone, with a population of seven million, ranks 179th out of 188 countries in the 2015 Human Development Index. After 12 years of civil war in Sierra Leone, Ebola rocked an already rudimentary system of governance to its core. The Ebola Virus Disease heavily impacted workers in health facilities, as well as the general population in public and private settings. The outbreak also impacted all sectors of the economy and destabilized social systems. This resulted in a near collapse of agriculture, inability of families to feed themselves, further

eroding of all systems and structures, and increased marginalization of vulnerable groups, especially women, children and youth. Over 60% of the population depends on agriculture and millions suffer from food insecurity and malnutrition. In addition, Sierra Leonean women continue to suffer disproportionate inequality in terms of income, education, and access to land, finance and justice.

However with the ending of its brutal 11-year civil ending in 2002 and the country declared Ebola free in November 2015 by WHO, Sierra Leone has continued to advance its "Agenda to Prosperity" (the National Development Plan). Nonetheless, in the post Ebola era, key issues that Sierra Leone faces are: the 2018 elections; how to revive health and education systems in the wake of Ebola; deep budget cuts due to drops in revenue from the mining and extraction industries; revitalize local government to live up to the constitution; and protecting civil society, with the inclusion of women and youth and promoting their engagement leading up to the next elections. With the government post Ebola recovery program now officially ending, the GOSL is now refocusing its attention in putting the country on the path to sustainable development.

The USAID/Guinea-Sierra Leone Country Office portfolio has continued to expand. The United States provided approximately \$300 million to support the Ebola emergency response in Sierra Leone in 2014-2015, and is now investing an additional \$300 million in the country's post-Ebola recovery and long-term development with demonstrable results across all sectors. During the Ebola crisis USAID managed a massive food distribution program through OFDA. In 2016 the office transitioned from a non-presence country to the Office of a USAID Representative, Office of Sierra Leone Coordination (OSLC). The OSLC will provide in-country presence to managing the current and expanding USAID activities across the entire portfolio and better align with USG investments in Sierra Leone. USG programs have reached over two million people with U.S. Food For Peace Assistance; provided cash transfers to 35,000 rural households to boost farmer incomes and increase food security; sampled nearly 5,000 animals as part of surveillance to detect emerging infectious disease threats under the Global Health Security Agenda; provided loans to 4,000 women from 269 new savings and loans groups to stimulate the rural economy; revitalized 305 health facilities to provide better services for pregnant women and their children in five districts; increased fish consumption and incomes through successful innovations in inland fish farming; and enabled dozens of female aspirants to emerge as candidates for public office in the upcoming March 2018 elections. Recently Sierra Leone was among five new African countries to join the Presidential Malaria Initiative (PMI). These additional resources will support the country's effort to combat this endemic disease that affects tens of thousands of people each year.

3. The OSLC manages a current life of project portfolio of nearly \$80m for health (nearly 2/3 of the budget), governance and women's empowerment, food security and agriculture, and technology and private sector partnerships. There are several remaining post Ebola activities to that focus on survivors, supply chain management, infection prevention, and

health information management systems. In addition, several Global Health Security activities have come on line and plus ups are expected to promote "One Health", advance infection prevention and control, and support government preparedness in the event of similar outbreaks. USAID has nearly tripled its Democracy and Governance portfolio to nearly \$10m to support women's economic and political empowerment, civil society forum and the media and promote health governance within the sector. The \$60m Food for Peace portfolio is transitioning out by the end of 2017 and streamlined Agriculture and Food Security program will improve linkages with the private sector. Finally, working with the Development Lab in Washington, the OSLC expects to have up to four Global Development Alliances (GDAs) to engage the private sector across key areas which build on and leverage prior USAID investments in Sierra Leone.

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 Country Coordinator but will require periodic travel to Conakry for administrative support and coordination with the USAID/Guinea Mission.

#### 2-POSITION DESCRIPTION

Reporting to the USDH Country Program Coordinator based in Freetown, Sierra Leone, the Program Manager supports procurement, program design, program management, implementation, budgeting, monitoring and reporting for the Sierra Leone portfolio.

The Program Manager also works closely with the USAID/Guinea's Program 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 and the incumbent continuously coordinates with relevant staff. The Program Manager will work with the Country Coordinator 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 will work with the Program Office in Conakry and the Program Specialist in Freetown to establish systems for monitoring of all awards being implemented ensuring that results are in line with USAID guidance and regulations. This will involve working with the Program Office to update a Performance Monitoring Plan for USAID/Sierra Leone and ensure 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:

- Track the design of new activities for USAID assistance to Sierra Leone by technical team members. This requires learning and 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. Reviewing statements of work or program description for new activities with direction from the Country Coordinator for approval by Program, Contracting and Mission leadership in Conakry and Dakar. Ensure USAID relevant team members represented and actively participating on interagency Working Groups, e.g. Governance and Accountability; Health; and Sustainable Development (for Agriculture, Food Security and GDAs)
- Foster team efforts to implement the Sierra Leone country strategy/results framework in line with host country sustainable development program and US Embassy Sierra Leone Integrated Country Strategy. In addition, this will include leveraging additional resources from the private sector, other donors, and/or USAID/Washington to achieve results. 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.
- Review and support preparation 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), annual reporting.
- Lead review of pipeline analyses and tracking activities to ensure that required documentation is maintained by activity managers (AORs/CORs) and that activities support USAID/Sierra Leone program goal and USG Sierra Leone priorities. .
- Provide support to the Sierra Leone technical team during program portfolio reviews, performance monitoring visits and evaluation and learning assessments. Work with Program Office and Program Specialist to ensure 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.
- Organize with technical leads regular portfolio reviews and learning events with government counterparts and key donors to present results of USAID results across the various sectors. Demonstrate USAID's "value added" in supporting Sierra Leone's efforts towards sustained development.

- Participate in review of proposed activities for technical input. Leading and participating in technical evaluation committees for USAID/Sierra Leone and/or interagency panels.
- Prepare 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.
- Attend, and in some cases, organize, meetings, and conferences and preparing follow-up cables and reports. Manage and organize TDY schedule and calendar of events for optimal workload and timing to ensure value added for travelers to Sierra Leone.
- Serving as the USAID private sector point of contact as new GDAs come on line. The Program Manager will regularly liaise with Private Sector counterpart in Conakry, Freetown Embassy Economic Officer, and private sector entities in Sierra Leone, as directed by the Country Coordinator.

#### 4 - TERMS OF PERFORMANCE/COMPENSATION:

The term of the contract will be for two years to start o/a October 01, 2017 to o/a September 30, 2019. The contract will be renewed annually for up to a total of four (4) years, subject to availability of funds, and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services, satisfactory job performance and subsequent guidance on hiring freeze.

## 5 - POSITION ELEMENTS:

# Supervision Received:

The contactor works under the direct supervision of the USDH Country Program Coordinator or her designate.

## Supervision Exercised:

Supervises one Senior FSN professional staff, one Program Development Assistant, and staff connected with the private sector partnership activity. Provide coordination to administrative TDYers who provide support or coverage during staff absences.

### 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 Country Program Coordinator, and the Embassy/Freetown Front Office.

# Available Guidelines:

The Automated Directives System (ADS), Mission Orders/Notices, and USAID policy and strategy statements serve as guidelines in the fulfillment of duties and responsibilities.

### Authority to make commitments: None

#### 6 - QUALIFICATIONS AND SELECTION CRITERIA:

The technical scope of the program requires the services of a seasoned program manager with knowledge managing, monitoring and reporting on program results and supporting office operations to achieve USAID development goals. Required professional qualifications and skills include:

- Education (20 points): A Master's degree or related social or professional degree in International Development, Public Administration or Business management or related fields.
- Work Experience (25 points):

For GS-13 grade level: Minimum seven years recent experience in international development and/or program management. Relevant experience in programming and managing programs is acceptable with international foreign assistance programs a plus. Experience with USAID foreign assistance is preferred. Experience in managing programs or projects domestically or internationally are required. Relevant experience in West Africa, in Africa in general or internationally is preferred.

For GS-14 grade level: Minimum twelve years recent experience in international development and/or program management. Relevant experience in programming and managing programs is acceptable with international foreign assistance programs a plus. Experience with USAID foreign assistance is preferred. Experience in managing programs or projects domestically or internationally are required. Relevant experience in West Africa, in Africa in general or internationally is preferred.

• Knowledge Skills and Abilities (45 points): A thorough knowledge of USG and/or International Organizations policies, acquisition and assistance procedures, program management and reporting systems is required. Current knowledge of political and economic conditions in Sierra Leone 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, creativity, good judgment, and have the ability to work with foreign nationals, with other USG agencies and host country counterparts in the public and private sector. The contractor must strong management skills, be able to lead and inspire a team in all aspects of program implementation and project management and work in a high paced, cross cultural setting. Contractor must be able to provide overall support to diverse teams from concept design to implementation and reporting on results. Knowledge of working with private sector organizations and developing partnerships is a plus.

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

#### TOTAL POINTS: 100

#### 7 - INSTRUCTIONS TO APPLICANTS

Interested individuals are required to submit the following:

• Fully completed and hand-signed copy of Form a302-3 can be found at http://www.usaid.gov/forms/

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the Form a302-3 to allow for adequate evaluation of your related and direct experiences.)

- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- 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.
- Applicants also must address the above Section 6.0: Selection Criteria in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. Failure to provide this summary statement may result in the applicant not receiving credit for all pertinent experience, education, training, and/or awards.

• Application letters and Form a302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.

#### 8. - BENEFITS/ALLOWANCES:

As a matter of policy and as appropriate, a US PSC is normally authorized benefits and allowances in accordance with AIDAR Appendix D and other relevant Agency and Mission polices.

#### BENEFITS:

- Employer's contribution towards FICA and Medicare
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment (Annual across board salary increase)
- Annual Increase (pending a satisfactory performance evaluation)
- Eligibility for Worker's Compensation
- Annual & Sick Leave

#### 9. - ALLOWANCES:

No allowances will be made available as this is a resident or local hire position.

### 10. - LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: http://www.usaid.gov/forms/

- 1. Application for Application for Federal Employment (AID 302-3);
- 2. Contractor Physical Examination (AID Form 1420-62).
- 3. Questionnaire for Sensitive Positions (for National Security) (SF-86).
- 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.

11. - ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://transition.usaid.gov/business/business\_opportunities/cib/subject.ht ml#psc to locate relevant AAPDs.

# 12. - CONTRACT INFORMATION BULLETIN (CIBs) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSC

CIBs and AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition

and assistance including Personal Service Contracts can be found at: http://www.usaid.gov/work-usaid/aapds-cibs. AIDAR Appendix D applies to USPSC and can be found at

https://www.usaid.gov/sites/default/files/documents/1868/aidar\_0.pdf

#### 13. - FEDERAL TAXES:

US PSCs are not exempted from payment of Federal and State Income Taxes.

14. - SECURITY AND MEDICAL CLEARANCE: The final selected candidates 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.

END OF SOLICITATION