



# USAID | GUINEA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: AUGUST 17, 2017

CLOSING DATE: SEPTEMBER 15, 2017 midnight Guinea  
Local Time

**SUBJECT: SOLICITATION NUMBER 675-17-000005 FOR A US/TCN PERSONAL SERVICES  
CONTRACTOR - ENERGY TRANSACTION SPECIALIST FOR USAID/GUINEA & SIERRA LEONE**

Ladies and Gentlemen:

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

Submission shall be in accordance with this solicitation and 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. The Energy Transaction Specialist position will be located in Conakry, Republic of Guinea.

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

- Cover Letter;
- Curriculum Vitae or resume;
- Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors;
- List of three professional references who are familiar with your work experience.

All application packages are to be submitted to:

Via email: [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov).

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

**Application letters and Form AID 302-3 must be signed. Incomplete and unsigned applications/forms will not be considered.**

USAID/Guinea & Sierra Leone anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Cheryl Wilson at [chewilson@usaid.gov](mailto:chewilson@usaid.gov).

Sincerely,

/signed/  
Cheryl Wilson  
Supervisory Executive Officer



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**SOLICITATION NUMBER:** 675-17-000005

**ISSUANCE DATE:** August 17, 2017

**CLOSING DATE/TIME:** September 15, 2017 at midnight Guinea local time

**POSITION TITLE:** **ENERGY TRANSACTION SPECIALIST**

**MARKET VALUE:** GS-13 (\$74,584.00 to \$96,958.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**AREA OF CONSIDERATION:** **Open to U.S. citizens & Third Country Nationals**

A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

A Third Country National by definition is an individual who is neither a citizen of the United States nor of the country to which assigned for duty, and who is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.

**PERIOD OF PERFORMANCE:** Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services, availability of funds and subsequent hiring freeze guidance.

**PLACE OF PERFORMANCE:** Conakry, Guinea, with frequent travel to Sierra Leone

**SECURITY/MEDICAL CLEARANCES:** **Security Clearance:**  
US citizens - SECRET  
TCNs: FACILITY ACCESS/ EMPLOYMENT AUTHORIZATION

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 or negative suitability issues are involved, any offer made may be rescinded.

## **POSITION DESCRIPTION**

### **A. OVERVIEW**

The United States Government (USG) is committed to more participatory governance for a healthier Guinea by increasing utilization of quality health services and strengthening democratic governance and economic processes. The USG is also committed to promoting economic growth through Power Africa, a partnership among the USG, African governments, bilateral and multilateral development partners, and the private sector to double access to electricity in sub-Saharan Africa (SSA). Power Africa, launched by U.S. President Obama in 2013, is coordinated by the United States Agency for International Development (USAID). On 9 February 2016, Congress passed Electrify Africa 2015 Act authorizing Power Africa until 2020.

The Governments of Guinea and Sierra Leone have also established ambitious goals for new energy generation capacity (6,000 and 1,000 MW respectively). Although constrained by limited access to capital, slow development of regional trade, and domestic institutional and technical issues (i.e. governance, "line loss", load shedding, etc.), the two countries have vast indigenous energy resources (predominantly hydro). In addition, significant political will has been expressed through unbundling the utilities sector, establishing regulatory commissions, and passing laws to promote rural electrification and financing for major projects that will contribute to Power Africa's greater goals. As a result, USAID/Guinea & Sierra Leone seeks to significantly expand activities in the energy sector, noting that the Mission will be integral to the oversight, management, and implementation of activities over 5 years.

### **B. Basic Functions of the Position**

The Specialist is a member of USAID/Guinea & Sierra Leone's Energy Team based in Conakry, Guinea. S/he will direct the development, management, implementation and scale-up of an energy program that includes rural electrification, transmission and distribution assessments, transaction facilitation, and regional integration. S/he will report to the USAID/Guinea & Sierra Leone Senior Private Enterprise Officer on administrative and management issues. The Specialist will provide services and support to USAID/Guinea & Sierra Leone and liaise with Power Africa colleagues in the West Africa Mission and other Missions in the region, as well as with the Power Africa Coordinator's Office, in an effort to advance Power Africa goals.

As part of USAID/Guinea & Sierra Leone's Energy Team, the Specialist will provide technical and strategic support to advance critical power sector transactions, in coordination with the Regional Transaction Advisor. S/he will also provide support on program design, management, and implementation to USAID/Guinea Mission, other stakeholders at Posts in Guinea and Sierra Leone and to the Power Africa Coordinator's Office. S/he will serve as a liaison to Ministry of Energy counterparts in Guinea and Sierra Leone, relevant Power Africa and bi-lateral Mission Transaction Advisors, the West Africa Power Pool (WAPP), the ECOWAS

Centre for Renewable Energy and Energy Efficiency (ECREEE), the Gambia River Basin Authority (OMVG), the Senegal River Basin Management (OMVG), and the Power Africa Interagency, which includes the Department of State, the Millennium Challenge Corporation (MCC), the Overseas Private Investment Corporation (OPIC), the Department of Energy (DOE), the U.S. Trade and Development Agency (USTDA), the U.S. Export-Import Bank, the U.S. African Development Foundation, and other Power Africa partners (i.e. World Bank, IFC,

### **C. Specific Components of the Position**

1. Collaborate in the development and scale-up and implementation of a USAID/Guinea & Sierra Leone Energy Program. This programmatic effort includes:
  - a. providing senior-level technical and strategic direction for program design and implementation; supervising the work of staff and/or implementing partners;
  - b. monitoring and evaluating implementation progress and budgets; performing site visits; addressing issues/problems as they arise;
  - c. providing feedback and progress reports to senior USAID staff; &
  - d. ensuring overall alignment with relevant USG initiatives beyond Power Africa, including Enhancing Capacity for Low Emissions Development Strategies (EC-LEDS), Global Climate Change (GCC), Partnership for Growth (PFG), and others that may apply.
2. Work closely with regional organizations, relevant private sector entities, and the Regional Transaction Advisor to advance power sector transactions (including hydropower) in Guinea and Sierra Leone and support OMVS and WAPP in achieving regional interconnection and generation goals.
3. Provide professional advice to the Mission on sector reform, including appropriate models for private sector participation, approaches to improving utility management and operations, and development of an enabling legal and regulatory framework and institutions.
4. Support on-going dialogue among host-government authorities, USG stakeholders, and development partners to reach consensus on and ownership of program objectives and activities.
5. Ensure timely roll-out of: energy related activities and transactions; developing, tracking and monitoring milestones; environment compliance on all USG-supported investments; and preparation of reports pertinent to performance monitoring and evaluation.
6. Lead outreach efforts, including public events, press releases, and close coordination with the USAID/Guinea Development, Outreach and Communications (DOC) officer, the Power Africa Communications team, and other USG partners.

### **D. POSITION ELEMENTS:**

**Supervision Received:** The Specialist will receive overall supervision, policy direction, and guidance from the USAID/Guinea & Sierra Leone Program Office while working within the Private Sector Engagement/Key Issues cone and joining a Private Enterprise Officer who serves as Resident Power Africa Coordinator. Performance is evaluated annually based on an agreed annual work plan. While this position may report to the Private Enterprise Officer, it is a position that requires considerable administrative discretion and the successful candidate must be sufficiently experienced to understand the needs of a bilateral Mission serving two countries, interplay with Regional Missions and structures, and programs emanating from USAID/Washington and non-USAID entities.

**Supervision Exercised:** The Specialist will provide technical leadership with supervisory authority for various types and sizes of energy activities implemented in Guinea and Sierra Leone in consultation with others on the Energy Team in the respective countries.

**Available Guidelines:** Verbal and written instructions, as well as USAID shall be provided for consultation. The USAID Automated Directives System (ADS) and the USAID/Guinea's Country Development Cooperation Strategy (CDCS) are also available. The Specialist will require a general awareness of USG policies as they apply to USAID/Guinea & Sierra Leone and familiarity with the operations and programs of bi-lateral Missions. S/he will also rely on Power Africa's guiding documents and best practices guidelines. Specifically, the Specialist will use the Power Africa Road Map, USAID's Climate Change Strategy, USAID's Policies in EC-LEDS, and PADS in the USAID/Guinea & Sierra Leone Mission.

**Authority to Make Commitments:** The Specialist will not have independent authority to commit funds on behalf of the U.S. Government. The incumbent will have significant responsibilities and discretion with respect to program expenditures, expenditure reviews and approvals as AOR/COR and/or Activity Manager on Power Africa-funded awards (i.e. assessments and GDAs).

**Exercise of Judgment:** The Specialist will exercise substantial judgment as the 'Lead' for USAID's energy program in Guinea & Sierra Leone and support regional efforts in the energy and power sectors. Specifically, responsibilities will be in the areas of technical supervision and management of energy activities and technical leadership in strategic planning and program design. The Specialist will have discretionary authority to solve, without assistance, the vast majority of problems encountered. The Specialist must be capable of using judgment, technical expertise, and ingenuity to continually assess, interpret, apply and integrate energy as a priority within other sectoral plans and priorities.

**Nature, Level and Purpose of Contacts:** The incumbent will have contacts with senior national level government officials (Ministers, Director Generals, Secretary Generals, Permanent Secretaries), as well as senior-level regional and local officials and senior level executives from private companies working in the energy sector. The incumbent will also represent USAID in meetings with Development Partners (UN Agencies, NGOs, bilateral aid organizations), Civil Society Organizations (CSOs) and the Private Sector. The position requires well-developed

negotiation and persuasion skills and also the ability to justify and defend positions and to mediate among decision makers.

The Specialist must have an in-depth technical understanding of power sector challenges and opportunities, based on practical experience in developing country contexts – preferably within West Africa. The Specialist must be highly motivated and have experience in developing and supervising energy programs and activities in complex political environments requiring coordination among multiple stakeholders. Ideal candidates will have strong leadership and communication skills, and preferably experience with USAID processes and procedures.

#### **E. QUALIFICATIONS/SELECTION CRITERIA**

**Education (10 points):** A Masters degree in a technical discipline related to energy and/or power, public policy or finance as related to energy and/or power systems, or other relevant field (electric engineering or petroleum engineering or chemical engineering or a combination of these) is required.

**Prior Work Experience (40 points):** Minimum of 5 years of experience in the energy/power sector with a focus on such issues as public policy reform and private sector investment (Independent Power Producers; Public-Private Partnerships) in generation, transmission, and distribution; or privatization, utility management and performance improvement (e.g., aggregate loss reduction; technological transformation; change management); infrastructure rehabilitation and expansion; or off-grid electrification. In addition, some understanding of the current status of the energy and power sectors in West Africa, as well as experience working in the region is highly preferred. Experience working with the Power Africa Initiative is required as well as experience working with WAPP, ECREEE and OMVG/OMVS is required

**Knowledge (20 points):** Knowledge in applied management and/or technical assistance in at least two (2) of the following:

- i) Improving the operations of power generation, transmission and/or distribution agencies/utilities; integration of power from multiple sources to stabilize supplies;
- ii) Improving and/or rationalizing financial operations of energy and/or power sectors including analysis/development of pricing policies and agreements, power supply and purchase agreements, taxation, concessions, tendering, leasing, and incentives for independent power producers' (IPPs) investment in energy and/or power sectors;
- iii) Improving the regulatory environment for private sector investment in the power sector, including tariff analysis and setting, regulatory procedures, and the development and operation of energy and /or power markets;

iv) Energy efficiency and demand-side management including engineering and/or administrative solutions for loss reduction across generation, transmission or distribution and in the application of appropriate codes in the design/construction/operation of energy-efficient structures; and

v) Communication and awareness of energy/power programs, garnering broad public support for energy efficiency, demand-side management, and regulation.

**Skills & Abilities (20 points):** The candidate must have exposure and familiarity in the energy/power sector, with experience in West Africa a decided advantage. The candidate must have a background in at least two of the following areas and this must be documented in the applicant's CV: *i)* public-private partnerships; *ii)* production/power generation and distribution; power sector financial transactions; *iii)* project development (including feasibility studies and project financing); and *iv)* energy sector policy reform. The Specialist must be capable of achieving capacity-building results and of managing energy programs (especially power sector reform) in difficult political environments requiring coordination with multiple stakeholders. The candidate must be able to build effective working relationships with senior country officials, USG partners, donors, international financial institutions, and other sector counterparts. The position also requires the ability and willingness to travel between Guinea and Sierra Leone. The ability to produce quality work under pressure and to meet deadlines is crucial to successful performance in this position.

The position requires a solid understanding of policies, strategies, technology, and social components related to energy sector reform, utility management, rehabilitation and expansion of electricity infrastructure, and off-grid electrification. Experience in the restructuring, recapitalization, and privatization of state-owned utilities would be an asset. Strong analytical and communication skills and problem-solving abilities are required.

The candidate must demonstrate the project management skills needed to effectively lead and manage multi-disciplinary teams in the design and execution of programs and projects. Experience with USG policies and operational programs is preferred.

Strong interpersonal skills and the ability to work in a multi-cultural setting are required. Demonstrated positive and productive teaming abilities are absolutely critical. Candidates must have demonstrated ability to elevate and empower those around him/her. Experience working in teams is required. Candidates must be able to motivate team members and work toward positive outcomes, work as a member of a technical and office management team, and work independently.

Strong verbal and computer (word processing, spreadsheet, and database) skills are required, with proven ability to communicate quickly, succinctly, and tactfully in both speech and writing; ability to facilitate meetings and make oral presentations logically and persuasively to senior government officials and partners (USG and African) in a multi-cultural context; ability to produce concise, clear reports. Candidates will be required to submit writing samples



**Language Proficiency (10 points):** The incumbent must possess Level IV ability (fluency) in spoken French and written English, as well as an excellent ability to process information from a wide variety of sources into cohesive, polished documents.

**TOTAL = 100 points. Note:** An applicant will not be considered if s/he does not meet the above requirements.

## F. 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 E: 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.**

## G. 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), 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.

**H. 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.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc) to locate relevant AAPDs.

**I. CONTRACT INFORMATION BULLETIN (CIBs) ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSC**

CIBs and AAPDs 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 apply to US PSC and can be found at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)

**J. 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 policies.

BENEFITS:

Employee's 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

ALLOWANCES (If applicable).

(A) Temporary Lodging Allowance (Section 120).  
(B) Living Quarters Allowance (Section 130).  
(C) Post Allowance (Section 220).  
(D) Supplemental Post Allowance (Section 230).  
(E) Separate Maintenance Allowance (Section 260).  
(F) Education Allowance (Section 270).  
(G) Education Travel (Section 280).  
(H) Post Differential (Chapter 500).  
(I) Payments during Evacuation/Authorized Departure (Section 600)

**FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.**

**END OF SOLICITATION**