



ISSUANCE DATE: AUGUST 12, 2019
CLOSING DATE: SEPTEMBER 06, 2019 - 16H30 GUINEA
LOCAL TIME(GMT)

SUBJECT: SOLICITATION NUMBER 72067519R00004 FOR A RESIDENT-HIRE US PERSONAL SERVICES CONTRACTOR (US CITIZENS) - SENIOR POLICY & STRATEGY ADVISOR FOR USAID/GUINEA AND SIERRA LEONE

Dear Prospective Offerors:

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.

Offers must be in accordance with the **Attachment** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

/signed/
Ifeoma Ezeh
Supervisory Executive Officer



I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72067519R00004
2. ISSUANCE DATE: August 12, 2019
3. CLOSING DATE/TIME: September 06, 2019 at 16H30 Guinea local Time (GMT)
4. POSITION TITLE: **SENIOR POLICY & STRATEGY ADVISOR**
5. MARKET VALUE: GS-13 (\$76,687.00 to \$99,691; or GS-14 (\$90,621.00 to \$117,810 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.**
6. PERIOD OF PERFORMANCE: One (one) year 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.
7. PLACE OF PERFORMANCE: Conakry, Guinea with frequent travel to Sierra Leone
8. SECURITY LEVEL REQUIRED: US citizens - FACILITY ACCESS
9. STATEMENT OF DUTIES:

10. BACKGROUND

The USAID/Guinea Program Office manages a small but high profile program to achieve the foreign policy objectives of the United States government for both Guinea and Sierra Leone. The portfolio has an emphasis on building better health and governance systems in the wake of the Ebola outbreak. Guinea and Sierra Leone are still recovering from the largest, most devastating Ebola Virus Disease (EVD) epidemic in history. In addition to implementing the respective country strategies, the USAID/Guinea and Sierra Leone Mission, as part of a larger USG response works to prevent, detect, and respond to infectious disease threats through the Global Health Security Agenda (GHSA) and to bring together technical and legal experts, the private sector, and governments through the Power Africa initiative, to work in partnership to increase the number of people with access to power.

USAID's strategy in Guinea is focused on health, with smaller interventions in agriculture, in democracy & governance and conflict mitigation and management. A small Power Africa footprint has been established to facilitate transactions of regional significance. In FY2018 USAID/Guinea had an operating year budget of \$26 million, primarily for activities under the President's Malaria Initiative (PMI), maternal child health (MCH), family planning and reproductive health (FP/RH) and democracy and governance.

POSITION DESCRIPTION

The SPSA advises the Mission Director on a myriad of operational and policy issues involving front office relations with staff and partners, on relations and activities with the Government of Guinea, and on donor and international organization coordination activities. The Senior Policy and Strategy Advisor is part of the Program Office and supervised by the Supervisory Program Officer.

SUMMARY OF DUTIES

The SPSA is a senior advisor for the Mission's overall external and internal policy procedures and strategic issues. Work involves the study and analysis of Guinea's development context and potential, advising the Mission on activities and relations with Government of Guinea officials and strategy and coordination with donors active in Guinea. S/he will be responsible for advising the Mission on major multilateral development issues including the National Economic and Social Development Plan (PNDES) of Guinea.

The incumbent will direct policy and strategic planning activities and will be supervised by the Supervisory Program Officer. The SPSA will advise the Mission Director on broad donor and host government relations, USAID strategy development, and other development issues as required. The incumbent will work with all levels of USAID/Guinea officers including USAID management, team leaders and members of technical teams, as well as with Senior Embassy staff. The position requires that the incumbent have excellent interpersonal and communication skills and an ability to work with teams, partners, GOG officials, and with other USG and international agencies.

MAJOR DUTIES AND RESPONSIBILITIES

The SPSA performs the following duties:

1. Strategy Development, Program Planning, and Reporting: (70%)

- Works with donors, the private sector, senior government officials and all USG agencies to deepen understanding of national development priorities, policies and practices, and conceptualize an integrated portfolio of activities which reflects country needs.
- Is responsive to USAID/Washington policy guidance including the Journey to Self-Reliance, the Private Sector Engagement Strategy, and the USAID Policy Framework.
- Assists in the preparation of Country Development Cooperation Strategy and design of projects.
- Drafts USAID points of view and briefs host government officials, bilateral and multilateral donors, private individuals and others as needed on USG development assistance programs, policies, objectives and development priorities, ensuring coordination and achievement of maximum development impact with USAID resources.

- Ensures availability of technical and program resources based on availability of funds to accomplish USAID objectives.
- Assists in the preparation of the annual Operational Plan (OP) and Performance Plan and Report (PPR) for both Guinea and Sierra Leone.
- Supports preparation of Mission budget allowance requests.
- Assists in the preparation of responses to information requests from USAID/Washington on budget issues and other matters.

2. Donor Coordination (10%)

- Advises Mission on major donor coordination activities and issues in Guinea and Sierra Leone, recommends and drafts USAID positions and develops excellent interpersonal relations with donors and contacts. Participates actively in all donor coordination meetings and ensures strong USAID/Guinea participation in technical sector participation.
- Advises USAID on multilateral activities and issues in Guinea, including via the United Nations, as it relates to implementation of the Guinea National Economic and Social Development Plan (PNDES).
- Advises USAID on multilateral activities and issues in Sierra Leone, including via the United Nations, as it relates to the implementation of the Sierra Leone National Development Plan.

3. Government Liaison (20%)

- Is the Mission Director's lead advisor on communication with Government of Guinea and Government of Sierra Leone officials and advises Mission leadership on major activities and issues.
- Is the principal contact with the Guinea Ministry of Cooperation and African Integration, and the Ministry of Planning & Economic Development, ensuring close coordination with the Ministries and USAID activities.
- Organizes workshops and meetings as appropriate, and participates in government thematic meetings on strategy and monitoring and evaluation.
- Provides support and advice to Sierra Leone in communication with the Ministry of Foreign Affairs.
- Ensures robust interaction is occurring between appropriate Government of Guinea (GOG) and Government of Sierra Leone (GoSL) Ministries and USAID.

11. AREA OF CONSIDERATION: Open to Resident U.S. citizens

Resident hire means a U.S. citizen 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. 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.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

13. POINT OF CONTACT: Any questions about this solicitation may be directed to: Conakryhr@usaid.gov

14. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must have the following minimum qualifications.

Education: (15 points).

At a minimum, the applicant must have:

For GS-13: A Bachelor's degree in a development-related field with course work in research/evaluation methodology, (e.g. Economics, History, Political Science, Psychology) or relevant Social Science field, etc. is required.

For GS-14: A Master's degree (MA, MBA, MS or MPH) is required.

Work Experience: (30 points).

For GS-13: Seven (7) years.

For GS-14: Ten (10) years of which, two (2) years of supervisory experience (including but not limited to mentoring, training, and guiding staff) is required.

For both grades: Progressively responsible experience in the design, management, implementation, and evaluation of international development activities, including strategic planning and performance-based management, and project design and feasibility. A combination of activity design and management skills is desirable. Familiarity with technical issues in public health, democracy, environment, agriculture or economic growth is a plus. Specific knowledge and experience working in Guinea and/or Francophone West Africa is a plus. The SPSA must have experience with USG procedures and processes and in working in complex political and development contexts, and be adept at working with the international actors working in and setting in the country. Experience working in a developing country and on strategic management, results frameworks and performance monitoring and measurement.

Knowledge, Skills and Abilities: (35 points).

Current knowledge of international development theories and best practices, planning and operating systems is required. Superior intellectual, analytic and problem-solving skills to address development challenges and resolve implementation obstacles exemplified through work history. Advanced organizational and management skills, including excellent ability to synthesize information, identify needs and set realistic priorities, keep multiple tasks on track and meet tight deadlines is required. The successful candidate must have demonstrated supervisory skills and the capacity to professionally represent USAID. Familiarity with acquisition and assistance is also desirable. Demonstrated history of effectiveness in a multicultural team environment, working with a wide range of individuals and organizations in a developing country context. Proven ability to explain complicated processes clearly, facilitate productive multi-disciplinary teamwork, motivate and professionally mentor less experienced colleagues. Strong human relations skills and demonstrated ability to be persuasive, culturally sensitive, and diplomatic with a range of audiences, including successful relations with high level officials, such as the host government, Embassy and USG, VIP visitors, NGO and donor representatives. Excellent interpersonal skills and ability to mentor and train new and junior staff is strongly preferred. Strong computer skills and proficiency in MS Office software is required.

Communication & Language: (20 points).

Strong written and oral communication skills are required along with demonstrated ability to gather and convey information clearly and concisely, to make oral presentations and prepare verbal interpretation, concise documents, reports and other written materials. Level IV written and oral communication skills in English are required, advanced French is desirable. Ability to produce well-written documents under tight deadlines. Demonstrated interpersonal, teamwork, and organizational skills.

POSITION ELEMENTS:

Supervision Received: All work is performed under the general supervision of the Supervisory Program Officer or his/her designee. The Supervisory Program Officer (or designee) reviews all work for adherence to general policies and procedures. Supervisor provides guidance on overall objectives, priorities, and deadlines. The candidate's work is accepted as technically accurate without detailed review.

Supervision Exercised: None.

Exercise of Judgment: All work is done independently according to policies, previous training, accepted practice, programmatic guidance provided by the supervisor, and general guidance provided by USAID's ADS. As an expert and professional, substantial reliance is placed on the candidate to independently plan and perform the specific activities entailed in carrying out the major duties and responsibilities.

Available Guidelines:

The Automated Directives System (ADS), including ADS 201, Mission Orders/Notices, and USAID policy and strategy documents serve as guidelines in the fulfillment of duties and responsibilities.
Authority to make commitments: None

Nature, Level and Purpose of Contacts: Develops and maintains an extensive range of professional contacts with business and host country officials and with community leaders for the purpose of obtaining or verifying published and unpublished information related to USAID's program, understanding the monitoring systems used of the Government of Guinea and the Government of Sierra Leone and the capacity of private, non-governmental and research organizations to undertake surveys, analytical research, etc.

Travel: The position covers USAID activities in two countries, Guinea and Sierra Leone. While based in Conakry, Guinea, the successful candidate may be expected to travel on occasion to Freetown (providing remote support as needed) as well as rural areas of both countries to support activities.

Time required to perform full range of duties: The incumbent is expected to be an expert in the field of program design, policy & planning.

15. EVALUATION AND SELECTION FACTORS:

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document

outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

(a). Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

To meet basic eligibility requirements, the applicant must:

- Be a United States citizen.
- Submit a complete application as outlined in the section titled **APPLYING & INSTRUCTIONS TO APPLICANTS;**
- Be able to attain Medium Risk/Public Trust employment authorization;
- Be able to obtain a Department of State medical clearance;
- Be available and willing to work additional hours beyond the established 40-hour work week, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested

(b) EVALUATION FACTORS AND BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The applicants are required to provide at least three (3) references who can provide substantive information about his/her past performance and abilities. At least one of the references provided should be a current or former supervisor.

Candidates who are applying for this position must fully meet the education (graduated and degree and/or diploma already received) and work experience, requirements, as specified, at the time of submitting the applications. There is no exception for meeting the minimum requirements.

Factor # 1 (10 points)

In 500 words or less, outline how you have demonstrated an ability to work independently, manage competing and/or complex situations related to strategic planning and/or project/activity design for an international organization, non-governmental organization or government entity.

Factor #2 (15 points)

In 1,000 words or less, outline your experience liaising with senior level government officials and or multilateral donor representatives in a cross-cultural setting to complete deliverables. Provide examples of your success in one or more of the position's responsibilities: advanced organizational and management skills, knowledge of international development theory and practice, etc.

Factor #3 (15 points)

In 1,000 words or less, outline your demonstrated experience in analytic and problem-solving skills to address development challenges, particularly in a complex and fast-paced environment.

Factor #4 Interview Performance (60 points)

TOTAL POSSIBLE POINTS: 100

Satisfactory professional Reference Checks will be conducted but yield no points.

16. APPLYING:

All applications must be submitted electronically by e-mail with the subject line - SOL 72067519R00004 - SENIOR POLICY & STRATEGY ADVISOR to conakrypscjobs@usaid.gov
Attention: Supervisory Executive Officer
USAID/Guinea & Sierra Leone

- Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror information for Personal Services Contracts with Individuals," available 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 a309-2 to allow for adequate evaluation of your related and direct experiences.)

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 13**.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

- 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.
- Additionally, candidates will provide a written narrative as per the evaluation factors on pages 6 and 7.
- 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.
- **Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered**

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

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

17. 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 309-2).
- 2) Medical History and Examination Forms (DS-6561 and 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.

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.

18. BENEFITS:

In accordance with CIB 99-15, "U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances."

BENEFITS:

- Employer's FICA and Medicare Contribution
- 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

19. FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income Taxes.

20. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. **Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs)** for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

END OF SOLICITATION