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 and Third Country Nationals (TCN) 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
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72067520R00002

2. ISSUANCE DATE: March 16, 2020

3. CLOSING DATE & TIME FOR RECEIPT OF OFFERS: March 27, 2020 at midnight local Time (GMT – Guinea)

4. POINT OF CONTACT: HR TEAM at conakrypscjobs@usaid.gov

5. POSITION TITLE: PROGRAM ASSISTANT

6. MARKET VALUE: GS-08 ($41,310.00 to $53,703.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value. Salaries over and above the top of the pay range will not be entertained or negotiated.

7. PERIOD OF PERFORMANCE: One (1) year with one renewable one-year option period. Estimated to start on 05/10/2020.

The base period will be 05/10/2020 – 05/09/2021 estimated to start on 05/10/2020. Based on Agency need, the Contracting Officer may exercise an additional option period for one year for the date estimated as follows:

<table>
<thead>
<tr>
<th>Base Period:</th>
<th>05/10/2020 – 05/09/2021</th>
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<tbody>
<tr>
<td>Option Period 1:</td>
<td>05/10/2021 – 05/09/2022</td>
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Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

8. PLACE OF PERFORMANCE: Conakry, Republic of Guinea with travel to Freetown, Sierra Leone.


10. SECURITY LEVEL REQUIRED: FACILITY ACCESS

11. STATEMENT OF DUTIES:

BACKGROUND:

The USAID/Guinea Program Office manages a small 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 and includes smaller interventions in agriculture, economic growth, energy, and conflict mitigation.

SUMMARY OF DUTIES:
The Program Assistant supports the Program Office in its major tasks, including strategy development, project design, program planning, reporting, and monitoring and evaluation. The incumbent will be supervised by the Supervisory Program Officer and will interact with USAID/Guinea staff, both in Conakry, Guinea, and in Freetown, Sierra Leone. The position requires that the incumbent have excellent interpersonal and communication skills, possess an ability to work with diverse teams, and complete assigned tasks within deadlines.

1. Strategy Development: (40%)
   • Assists in the preparation of Guinea’s Country Development Cooperation Strategy with research support, preparing presentation materials, and writing strategy narratives.

2. Program Planning, Reporting, Monitoring and Evaluation (40%)
   • Assists in the preparation of the annual Operational Plan and Performance Plan and Report for both Guinea and Sierra Leone.
   • Prepares responses to information requests from USAID/Washington on various programmatic issues for Guinea and Sierra Leone.
   • Supports the monitoring and evaluation team with evaluation and assessment reviews and reviewing implementing partner quarterly reports.

3. Project Design (20%)
   • Assists technical teams in project design by ensuring adherence to USAID policies.

SUPERVISORY RELATIONSHIP:

Supervision Received: The incumbent is supervised by the Supervisory Program Officer or his/her designee. The supervisor provides guidance on objectives, priorities, and deadlines. The candidate's work is accepted as technically accurate without detailed review.

SUPERVISORY EXERCISE: NONE

If a TCNPSC is selected for award, during the period of this contract, the TCNPSC contractor will be required to train a CCNPSC identified by USAID in his/her recognized Technical Area of Expertise. The Supervisor will establish a structured training plan for the TCNPSC with a work objective and performance benchmarks to measure the contractor's progress toward achieving this required training deliverable.

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

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.

“U.S. Resident Hire Personal Services Contractor” (“PSC”) means a U.S. citizen who, at the time of hiring as a PSC, resides in the Cooperating Country:

(1) 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

(2) 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 a person who at the time of contracting, is a lawfully admitted permanent resident of the United States.

For TCNPSC:
• Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Guinea & Sierra Leone);
• Submit a complete application as outlined in the section titled APPLYING (Section III);
• Be able to obtain a required Employment Authorization;
• Be able to obtain a Department of State issued Medical Clearance;
• Be willing/able to travel to work sites and other offices as/when requested;
• Employment is subject to funds availability and all required approvals/clearances obtained.

II. 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):
Completion of secondary school and some collegiate cross work is required.

Work Experience: (30 points):
Approximately one year of experience in the design, management, implementation, or evaluation of international development activities, or other office experience. Familiarity with technical issues in public health, democracy, environment, agriculture or economic growth is a plus. Experience working in West Africa is a plus.

III. EVALUATION AND SELECTION FACTORS:

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.

(a) Selection Process

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

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.
- 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) as specified and work experience requirement. There is no exception for meeting the minimum requirements.

EVALUATION FACTORS:

FACTOR #1: (20 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: (20 points):
In 500 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 #3: 60 points Interview Performance

TOTAL POSSIBLE POINTS: 100

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

APPLYING:

All applications must be submitted electronically by e-mail with the subject line - SOL - 72067520R0002 - RESIDENT-HIRE PROGRAM ASSISTANT 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,” 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 4.

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.

• 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. ALL DOCUMENTS MUST BE PREPARED AND SUBMITTED IN ENGLISH.

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.

IV. LIST OF REQUIRED FORMS FOR PSCS:

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

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.

Based on employment category, a temporary security clearance must be obtained prior to contract start date.

V. BENEFITS/ALLOWANCES:

In accordance with CIB 99-15, "Resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances." As a matter of policy, and as appropriate, a Resident-Hire Contractor is authorized the following benefits:

(a) Employer's FICA Contribution (US citizens)
(b) Contribution toward Health & Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse’s Government health insurance policy for health or life insurance under this contract)
(c) Pay Comparability Adjustment
VI. FEDERAL TAXES: USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income Taxes.

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

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


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.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, physical handicap, genetic information, age or membership or non-membership in an employee organization, retaliation, parental status, military services, or other non-merit factor.

END OF SOLICITATION