SOLICITATION NUMBER: 72067521R10003
ISSUANCE DATE: December 15, 2020
CLOSING DATE/TIME: January 15, 2021 - 16H30
Conakry, Guinea time, GMT

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC): Project Management Specialist (Energy) based on the US Embassy Guinea Local Compensation Plan

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with Attachment 1 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 Attachment 1.

Sincerely,

(Signed)

Cheryl Wilson
Cheryl Wilson
Regional S/EXO (CO)
I. GENERAL INFORMATION

1. SOLICITATION NO: 72067521R10003

2. ISSUANCE DATE: December 15, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 15, 2021 -16H30 Conakry, Guinea time, GMT

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

5. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (ENERGY)

6. MARKET VALUE: GNF319,907,389 TO GNF479,861,118 per annum equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of (US Embassy/Guinea). 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 year with four renewables one-year option periods, estimated to start on July 04, 2021.

“"The base period is expected to start on or about July 04, 2021 and end on or about July 03, 2022. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows.

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Period</td>
<td>July 04, 2021 to July 03, 2022</td>
</tr>
<tr>
<td>Option Period 1</td>
<td>July 04, 2022 to July 03, 2023</td>
</tr>
<tr>
<td>Option Period 2</td>
<td>July 04, 2023 to July 03, 2024</td>
</tr>
<tr>
<td>Option Period 3</td>
<td>July 04, 2024 to July 03, 2025</td>
</tr>
<tr>
<td>Option Period 4</td>
<td>July 04, 2025 to July 03, 2026</td>
</tr>
</tbody>
</table>

Extensions will be contingent on satisfactory contractor performance, continued need for the services and availability of funds. The contract start date is also based on the outcome of the security and medical clearances.

8. PLACE OF PERFORMANCE: Conakry, Guinea. With the possibility to travel to Freetown, Sierra Leone as stated in the Statement of Duties.


10. SECURITY LEVEL REQUIRED: Facility access.
11. STATEMENT OF DUTIES

A. General Statement of Purpose of the Contract

The USAID Project Management Specialist (Energy) will be a member of the Energy Team, in the Economic Growth Office and will work under the supervision of the Off-shore Hire TCN Energy Transaction Specialist, until later otherwise determined by the Economic Growth Office Director. The Specialist will support the primary day-to-day responsibility for the implementation of the Guinea Energy Program (GEP) activities - new program roadmap designed to guide the mission in directing Power Africa funds and resources while leveraging additional support for improved energy development in Guinea. The Specialist will support Power Africa coordination and implementation within USAID/Guinea, working closely with stakeholders including the Power Africa Coordinator’s Office; USG agencies such as the Export Import Bank (Ex-Im), DFC, and the State Department; development partners such as the African Development Bank (AfDB) and the World Bank; and other Power Africa implementers including the West Africa Energy Program (WEAP) based in Accra, Ghana. As required, the Specialist will serve as Activity Manager and Contracting Officer’s Representative/Agreement Officer’s Representative (COR/AOR) for specific activities of the Power Africa program.

The Specialist will also play a key role in working with the Government of Guinea (GoG) to identify barriers to power sector investment, and then coordinate and support implementation of Power Africa activities that responds effectively to those barriers. This will include working closely with relevant GoG officials to familiarize them with Power Africa’s development model and available tools, and to strengthen partnership between Power Africa, the GoG, and relevant private sector entities.

Finally, the Specialist will ensure continued Guinea Energy Program (GEP) management and implementation in the Economic Growth office across the full range of activities, as needed, bringing in-depth knowledge of Guinea’s private sector, energy sector, mining sector and economic growth issues to help USAID achieve high-impact programs.

MAJOR DUTIES & RESPONSIBILITIES

a. Energy Sector Engagement and Technical Advice – 40%

The Specialist will be proficient about the energy sector, with knowledge of electricity policy, power sector investment and finance, and private sector engagement. The Specialist will support the team through providing specialist views on specialized and complex issues relating to power sector reform and development, regulation, and investment in Guinea, track Power Africa interventions (including USG and development partners), and provide technical support to the development and implementation of Power Africa in Guinea. The Specialist will develop contacts with major power sector stakeholders including the Ministry of Energy, Ministry of Mines and Geology, Electricité de Guinée.
Guinée (EDG), Autorité de Régulation des secteurs de l’Électricité et de l’Eau potable (AREE), Agence Guinéenne d’Electrification Rurale, (AGER), relevant private sector entities, relevant regional actors in ECOWAS, Mano River Union and UEMOA, donor partners, and represent USAID/Guinea in discussions with these partners. The Specialist may provide technical support to the USAID Office of Sierra Leone as part of his/her duties.

b. Program Management and Monitoring – 40%

The Specialist will be responsible for leading the implementation of Power Africa activities in the USAID Mission and ensuring programmatic coherence between the various implementing partners and mechanisms that contribute to Power Africa’s goals and objectives. The Specialist will serve as the Activity Manager for specific activities focused on power sector investment and enabling environment reform as they are developed. The Specialist will work in close coordination with other AOR/CORs to direct, coordinate, and monitor activities to ensure objectives are achieved. The Specialist will also engage regularly with and report to the Power Africa Coordinator’s Office (in Washington, DC and Pretoria, South Africa), as well as other USG agencies and development partners participating in Power Africa. Additionally, the Specialist will use his/her knowledge of the Guinean energy sector, including GoG representatives and entities, private developers, investors, and relevant civil service organizations to help ensure that the local capacity of these actors is prioritized.

c. Cross-cutting Activities – 20%

Power sector development is cross-cutting. As a result, the Specialist may be asked to advise on how related issues and activities can help achieve the goals of USAID programming in other sectors, including but not limited to health and agriculture. The Specialist will maintain general knowledge of these programs and liaise with program managers as necessary. The Economic Growth office is new and small, which means that all staff will from time to time perform other duties as decided by the office director, including work in an “acting” capacity for a colleague who is out of the office, or assisting with especially urgent tasks in other areas.

The contractor is eligible for temporary duty (TDY) travel to the U.S, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationship: The jobholder will report to the TCNPSC Energy Transaction Specialist, who has oversight and is responsible for the annual performance evaluation.

Supervisory Controls: None anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.
II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.

**Education:** A bachelor’s degree in energy systems, renewable energy, engineering, economics, public policy, business, finance or another closely related field is required.

**Prior Work Experience:** A minimum of five years of progressively responsible, professional-level experience in energy development, investment, finance, and/or energy related policy development is required. At least two years of this experience should include work related to issues such as electricity policy and regulation, utility reform, or power sector investment.

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. The FAR provisions referenced above are available at https://www.acquisition.gov/browse/index/far.

1. **Selection Process:** After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position. Applications from candidates who do not meet the minimum qualification required 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.

2. **Evaluation factors and basis of rating:** Applicants who clearly meet the minimum qualifications and basic eligibility requirements will be further evaluated based on scoring of their minimum qualifications.

**FACTOR #1: Language Proficiency - 10 points:**

Level IV (Fluent) in both English and French is required and will be tested during the oral interviews.
FACTOR #2: Job Knowledge - 20 POINTS:
In 750 - 100 words discuss your knowledge of issues related to the power sector development in Guinea and throughout West Africa including knowledge of the Government of Guinea’s (energy policy and investment, and the institutions responsible for implementing these policies. As part of your response, please discuss your knowledge of the strategies, programs and approaches of other development partners in Guinea’s power sector, and private sector entities operating in or looking to operate in Guinea’s power sector.

FACTOR #3: Skills & Abilities - 20 POINTS:
In 750 - 100 words discuss your skills and technical expertise in power sector development. The Specialist should possess the ability to provide input into senior Mission management decisions on Guinean energy topics, as well as their implications on USAID programs and Power Africa as a whole. Discuss your ability to communicate complicated policy, strategy and program issues orally and in writing, as required. Discuss situation(s) where you have provided input to senior management decisions and implications to pertinent programs as well as manage sensitive issues diplomatically, represent your organization authoritatively and use good judgement at high level meetings/discussions.

FACTOR #4: Interview Performance – 50 POINTS:

TOTAL POINTS = 100

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

SUBMITTING AN OFFER
1. Eligible Offerors are required to complete and submit the offer form AID 309-2, “Offeror Information for Personal Services Contracts with Individuals,” available at https://www.usaid.gov/forms/aid-309-2. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered.

2. 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.

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

SOLICITATION #72067521R10003 – PROJECT MANAGEMENT SPECIALIST (ENERGY) and submit only ONCE via email to: conakryscjobs@usaid.gov

4. Submit a cover letter.
5. Submit responses outlining the evaluation factors listed in section III, above
6. Submit a current resume/CV
7. Provide the names of three to five references with current contact information, with both an email address and a telephone number.

Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH.

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 PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

V. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances:

a. Miscellaneous Allowance
b. Transportation Allowance
c. Tabaski bonus
d. Year end bonus

VI. TAXES

N/A

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:

2. Contract Cover Page form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms). Pricing by line item is to be determined upon contract award as described below:

### LINE ITEMS

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES (DESCRIPTION)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: \texttt{R497} - Accounting Info: Agency/B Code: 797</td>
<td>1</td>
<td>LOT</td>
<td>$ TBD</td>
<td>$ TBD at Award after negotiations with Contractor</td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: \texttt{R49} - Accounting Info: Agency/B Code: 797</td>
<td>1</td>
<td>LOT</td>
<td>$ TBD</td>
<td>$ TBD at Award after negotiations with Contractor</td>
</tr>
<tr>
<td>2001</td>
<td>Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: \texttt{R497} - Accounting Info: Agency/B Code: 797</td>
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<td>LOT</td>
<td>$ TBD</td>
<td>$ TBD at Award after negotiations with Contractor</td>
</tr>
<tr>
<td>3001</td>
<td>Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: \texttt{R497} - Accounting Info: Agency/B Code: 797</td>
<td>1</td>
<td>LOT</td>
<td>$ TBD</td>
<td>$ TBD at Award after negotiations with Contractor</td>
</tr>
</tbody>
</table>
4001 | **Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)**  
- Award Type: Cost  
- Product Service Code: R497  
- Accounting Info: Agency/B Code: 797 | 1 | LOT | $ TBD | $ TBD at Award after negotiations with Contractor


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](https://www.oge.gov/web/oge.nsf/OGE%20Regulations)

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. USAID/Guinea also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**END OF SOLICITATION**