



**USAID**  
FROM THE AMERICAN PEOPLE

**SENEGAL**

**SOLICITATION NUMBER:** 72062521R10001

**ISSUANCE DATE:** February 24, 2021

**CLOSING DATE:** March 17, 2021

**SUBJECT:** Solicitation for an USAID Project Management Specialist (Democracy and Governance)  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Mauritania 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 on the attached solicitation.

Sincerely,

Rodney Stubina  
Deputy Regional Executive Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72062521R10001
2. **ISSUANCE DATE:** February 24, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 17, 2021 - 5:00 p.m. (Mauritania time)
4. **POINT OF CONTACT:** Recruitment team, email at [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Democracy and Governance)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-10**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Mauritania Country Office. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a May 1, 2021. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a May 1, 2021 to April 30, 2022
Option Period 1:	o/a May 1, 2022 to April 30, 2026

8. **PLACE OF PERFORMANCE:** US Embassy, USAID Office of Mauritania, Nouakchott, Mauritania, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

**11. STATEMENT OF DUTIES****BASIC FUNCTION OF POSITION**

Under the supervision of the Mauritania Country Program Manager (CPM), the USAID Project Management Specialist (PMS) will manage or monitor Countering Violent Extremism (CVE), Democracy and Governance (DRG) Youth Empowerment and other types of USAID activities in Mauritania. The PMS will work with the CPM to develop new activities in extractive industries, and other programming areas, identify opportunities for Private Sector Engagement and set up an Information management system to track them. The PMS will also establish systems for monitoring and coordinating regional or centrally

funded activities in CVE, health and humanitarian assistance. The PMS will be a part of Embassy Nouakchott's Senior Staff, Press Briefings, Program and Advocacy Council, Deal Team and other relevant working groups to further the work of USAID and foster collaboration within the interagency. The PMS will draft reports, cables, communication briefs as requested as well as cover administrative processes required of the USAID Mauritania Country Office in Embassy Nouakchott when required. S/he will also work with the CPM to ensure that USAID's activities are integrated within USAID's wider strategic agendas and coordinated with other related programs in Mauritania. In the absence of the CPM, the PMS will serve as acting CPM.

The job may be expected to perform work-related travel.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The primary technical role of the PMS is to serve as C/AOR and/or activity manager responsible for the management of regional CVE activities as well as day to day management of one or more bi-lateral activities, liaise and advise of updates with CPM, DRG Specialist of Sahel Regional Office (SRO) as well as other USAID DRG and CVE working groups as appropriate.

The PMS will support the CPM in other aspects of Coordinating work of the Office of Mauritania in new programming design, coordination of visits and meetings, representation, communication and administration.

The PMS will represent USAID at interagency planning and coordinating sessions as well as with other donor meetings.

#### **Program Management and Coordination: 50%**

The incumbent will obtain certification as AOR/COR to ensure day to day communication and oversight of USAID activity implementing partners. Provides technical oversight of implementing partners, ensures that implementing partners fulfill the requirements of their contract/grant in accordance with the terms, conditions and specifications of the contract/grant.

S/he conducts and meetings regularly with implementing partners to assess progress of activities. Organizes and coordinates consultants and staff visits. Identifies implementation problems, issues and constraints and recommends remedial actions and other ways to improve performance.

S/he participates in activity design and related technical, policy, procurement, gender and budgetary analyses required to implement agreed upon activities including assessing both gaps and opportunities at the intervention level; identifying various organizations that could serve as change agents; and ensuring appropriate program/project documentation is professionally executed. Similarly, s/he supports the review of project designs, sub-grants and proposals for economic, financial, technical, social and environmental soundness.

The PMS supports the CPM with coordinating thematic working groups (such as : USG Implementing partners and CVE) for the Office of Mauritania and as needed, will help coordinate assessments and other technical visits concerning USAID in Mauritania.

The PMS ensures strong linkages and coordination with Host Country officials and with other donor agencies operating in the integration and management of USAID activities.

**Reporting, Communication and Administration: 30%**

The PMS serves as technical advisor to USAID on Governance, Youth empowerment and other development issues. H/she provides insights and perspectives on technical aspects relevant to program development and implementation. S/he advises US Government (USG) stakeholders on political matters regarding the Mauritanian administration and senior government leadership and provides the most suitable approaches for dealing with Mauritanian government officials and counterparts.

The PMS will assist with drafting CVE/governance documentation used for the Operational Plan, Performance Report, Congressional Budget justification, Mission Resource Requests and other strategic documents. S/he will draft Diplomatic notes, briefing documents and other reports as requested.

S/he coordinates with relevant sections of Embassy Nouakchott, for USAID ceremonies, and events. The PMS is responsible for collaborating with a broad range of partners and customers on strategic approaches on peace and governance issues including CVE (and others) and obtaining and maintaining support and communication from partners, customers and stakeholders on governance themes and issues.

The PMS will also set up an information management system(s) to track meetings, visits concerning USAID stakeholders to be shared and updated with the CPM. One such system will consist of photos, videos, etc. the PMS will draft communiques, portfolio briefs as well as social media posts of USAID activities. These documents may be in French and English.

The PMS will assist with Embassy protocol for official visits, procurement of supplies, work orders and other administrative functions shared by the CPM as requested.

**Program Design: 10%**

The PMS will take initiative to propose new areas of program intervention within the scope of Mauritania Office portfolio. He/She will research new areas of program intervention and draft concept papers, scopes of work, results packages and activity plans. H/she will participate in program designs, evaluation, technical review and monitoring and submit analysis and recommendations for program development purposes.

**Representation: 10%**

The PMS may be asked to represent USAID and/or USG with cooperating host country officials, regional institutions, International Organizations, international and local non-governmental organizations. As instructed by the CPM, SRO or Deputy Chief of Mission (DCM) of Embassy Nouakchott.

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.

**Supervision Received:** Direct supervision is received from USAID Country Program Manager Representative. However, the incumbent will be expected to collaborate with appropriate U.S Embassy offices in Nouakchott, Sahel Regional Office of USAID/Senegal, West Africa Regional Mission (USAID/WA) as well as Washington based offices of USAID or Interagency Offices.

**Supervision Exercised:** This position is non-supervisory.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of Bachelor's degree in Social sciences, Political Science, Public Health, Anthropology, International Development and/ or other related discipline is required.
- b. **Prior Work Experience:** Minimum of three years of substantive professional work on Democracy and Governance, Countering violent Extremism and or other specialization in development assistance technical assistance is required. At least three (3) years of international work experience is required with an international organization, bi-lateral or multilateral donor or international non-governmental organization is required.
- c. **Post Entry Training:** On the job training in post procedures, applicable regulations, strategic design, relevant program areas and other aspects related to the position will be provided (Acquisition and Assistance for AOR/CORs A&A 104, Project Design and Management, Programming Foreign Assistance, ASIST/GLAAS Filing overview).
- d. **Language Proficiency:** French fluency (level IV) (speaking, reading and writing). Professional Proficiency (Level III) in English, required. Hassaniya/Arabic in addition to at least one other national language of Mauritania: (Pulaar, Soninké or Wolof) is required.
- e. **Job Knowledge:** Position requires knowledge and understanding of USAID procedures, regulations, and policies including an extensive knowledge and understanding of activities and players in the field; and a detailed knowledge of development theory as it relates to governance, transparency, health and humanitarian assistance programming. Must be able to absorb and interpret, analyze and evaluate complex material; prepare accurate, factual and analytical reports; and provide objective advice and opinions. A good understanding of US foreign assistance mechanisms and instruments and excellent interpersonal skills are required. Requires good understanding of development assistance in general and context of assistance programming in Mauritania.
- f. **Skills and Abilities:** Strong interpersonal relations skills are essential including the ability to work effectively with superiors, subordinates, colleagues and partners both internal and external to the Embassy. Maturity, objectivity, stability, resourcefulness, adaptability and sound professional judgement are also required. Excellent knowledge of and experience with Microsoft office suite, Google applications and the ability to conduct internet research, set up and organize information (databases). Ability to operate general office equipment such as fax, scanner, phone and copiers according to USG regulations is required.

## 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>.

### **Selection Process**

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

### **Evaluation Factors:**

1. **Prior work experience:** Previous award management experience in priority areas for USAID Office of Mauritania with International Organizations, bi/multilateral donors,NGOs. **30 points**
2. **Understanding of development assistance** in general and context of assistance programming in Mauritania;knowledge and understanding of USAID procedures, regulations, and policies including an extensive knowledge and understanding of activities and players in the field. **35 points**
3. **Language Proficiency:** French and English fluency (level IV) (speaking, reading, speaking reading and writing). Professional Proficiency (Level III) in English, required. Hassaniya/Arabic in addition to at least one other national language of Mauritania: (Pulaar, Soninké or Wolof). **15 points**
4. **Interpersonal relations skills:** to work effectively with superiors, subordinates, colleagues and partners both internal and external to theOM. **10 points**
5. **Organizational skills and experience** including scheduling, use of Microsoft office suite, Google applications, and the ability to conduct internet research, draft documents, set up and organize various types of information and media. **10 points**

### **IV. SUBMITTING AN OFFER**

1. Eligible Offerors are required to complete and submit a complete application package which includes:
  - AID 309-2 form (<https://www.usaid.gov/forms/aid-309-2>)
  - A Cover Letter
  - A Detailed Resume plus three (3) to five (5) references
  - Copies of relevant degrees

2. Offers must be received by **March 17, 2021** and submitted in [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

ALL DOCUMENTS MUST BE IN ENGLISH.

#### **V. LIST OF REQUIRED FORMS PRIOR TO 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 all the pre-award forms and clearances necessary (medical and security).

#### **VI. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Mauritania.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Housing; Miscellaneous; and Seniority

#### **VII. TAXES**

In accordance with Mission policy and local labor laws.

#### **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available 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) .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
3. Acquisition & 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> .

Cleared by:

Lisa Washington-Sow: \_\_\_\_\_  
USAID/Mauritania Country Program Manager

Date: \_\_\_\_\_