



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

RE-SOLICITATION NUMBER: 72068521R00001-0001
ISSUANCE DATE: January 22, 2021
CLOSING DATE: February 11, 2021 - 5:00 p.m. (GMT)

SUBJECT: RE-SOLICITATION FOR A RESIDENT HIRE U.S. PERSONAL SERVICES CONTRACTOR - COLLABORATING, LEARNING AND ADAPTING (CLA) ADVISOR - SENEGAL

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This re-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,

**Rodney
Stubina**

Digitally signed by
Rodney Stubina
Date: 2021.01.22
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Rodney Stubina, PhD
Deputy Regional Executive Officer

I. **GENERAL INFORMATION**

1. **RE-SOLICITATION NUMBER:** 72068521R00001-0001
2. **ISSUANCE DATE:** January 22, 2021
3. **CLOSING DATE/TIME:** February 11, 2021 - 5:00 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** Collaborating, Learning and Adapting (CLA) Advisor - Senegal
6. **MARKET VALUE:** GS-13 (\$79,468 – \$103,309 per annum) *(Final compensation will be negotiated within the listed market value.)*
7. **PERIOD OF PERFORMANCE:** Immediate upon receipt of security/medical clearances *(The duration of the US Personal Services Contract will be for one (1) year, with four (4) one-year option periods, subject to satisfactory performance, availability of funds and continuing need of the position.)*
8. **PLACE OF PERFORMANCE:** Dakar, Senegal
9. **ELIGIBLE OFFERORS:** Resident U.S. Citizen
10. **SECURITY LEVEL REQUIRED:** Facility Access
11. **STATEMENT OF DUTIES:**

Basic Function of the Position

The CLA Advisor will provide leadership, guidance, and overall direction to USAID/Senegal’s Sahel Regional Office’s (SRO) collaboration and learning efforts. Working under the direct supervision of the SRO Project Development Officer, s/he will advance collaboration with key stakeholders, promote learning, and support processes to enable adaptation in SRO programs. The CLA Advisor is SRO’s principal champion and coordinator for planning and staging organizational reflection and learning opportunities. The incumbent will foster strong, professional relations with key staff in the Sahel Regional Office and USAID missions/country offices in the Sahel to implement SRO’s learning agenda. The incumbent, working with SRO and country office Agreement/Contracting Officer Representatives (A/COR’s) will also foster stronger coordination with key external partners (host country government officials, sahelian research institutions, etc.), USAID implementing partners, U.S. government interagency colleagues, and relevant stakeholders to support a community of learning and a range of other processes to achieve a joint learning agenda.

Duties and responsibilities

1) Collaborating (40%)

- a) **Collaborating** - A key function of this position is to serve as the SRO collaboration focal point. CLA is USAID’s approach to adaptive management of development assistance programming that

prioritizes collaborative efforts aimed at learning, and using knowledge gained to inform decisions and programmatic adaptations. The incumbent will be responsible for overall CLA efforts across the entire SRO program portfolio. The CLA Advisor will provide technical CLA oversight for all SRO activities, including those in USAID missions/country offices in the Sahel. This includes integrating CLA concepts through the program cycle and mentoring and advising SRO staff on how to better integrate CLA principles in their work. This effort includes organizing regular learning events, implementing, updating and monitoring the SRO's CLA Plan, facilitating collaboration between internal and external partners on learning, and advising on programmatic adaptations based on learning. The CLA function also includes engaging with other key actors in the NGO and donor community involved in similar programming as SRO to facilitate best practices and progressive adaptations.

b) **Activity Management** - The incumbent will serve as a A/COR or activity manager in his/her role as CLA Advisor. As A/COR, s/he will be directly responsible for the implementation and administration of activities related to learning, evaluation, research and collaboration. As A/COR for the learning and collaboration portfolio, responsibilities may include:

- Manage the formal review and approval process for annual work plans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAID's goals and objectives.
- Maintain and report budget information for the activities s/he manages on the status of obligations, expenditures, pipelines, accruals, and resource requirements.
- Engage with activity beneficiaries and perform regular site visits in coordination with SRO staff and bilateral Mission/country offices in the Sahel region.

2) Learning and Adapting (40%)

a) **Incorporate Learning from Evaluations/Assessments/MEL plans** - The incumbent will acquire, analyze, manage, and share related development research and technical findings with SRO and USAID missions/country offices in the Sahel. As co-chair (along with the Regional Monitoring and Evaluation Specialist) of the MEL working group in SRO, the incumbent will support technical officers to analyze complex quantitative and qualitative data sets to generate conclusions, outline programmatic recommendations/adaptations, and to better understand macro-trends in results based on program implementation.

b) **Integrate Learning and Reflection into the Program Cycle** - The incumbent will help develop program, project, and activity level learning questions to facilitate adaptive management and rapid replication of successful approaches. S/he will identify what kinds of information and analyses are required beyond monitoring data to help inform and strengthen SRO's MEL system. S/he will be responsible for the periodic review of performance indicators, in collaboration with the Regional Monitoring and Evaluation Specialist, to ensure that they are being used for learning purposes as well as performance management, including testing whether the theories of change and context indicators remain valid and recommending changes based on evolving understandings of the operating environment (challenges and opportunities).

c) **Coordination of GIS efforts** - The incumbent will be expected to track and coordinate requests for Geographic Information System (GIS) mapping in coordination with the Sahel Collaboration and Coordination (SCC) implementing partner and the Sahel Development Partnership (SDP) Advisor(s)

as well as other implementing partners. S/he will help facilitate the development of coordination maps, which will help to strengthen strategic planning, partner collaboration, and monitoring and evaluation of programmatic performance and identifying ways in which geographic information can be used to enhance learning.

d) **Enable Program, Project, and Activity Adaptation** - The incumbent will work with AORs/CORs, the Regional Monitoring and Evaluation Specialist, and the SDP Advisors, to identify programmatic issues or opportunities to adapt and improve ongoing programs, projects, and activities. This process, led by the CLA Advisor, is meant to encourage SRO staff to explore untested ideas or assumptions, proactively manage risk and opportunity, identify competing priorities, negotiate a way forward, and foster a willingness to ask difficult but important questions.

3) Technical/Analytical Support (20%)

a) **Technical Support** - The incumbent will provide technical advice and support (as needed) on program implementation, project and strategy design, and in portfolio reviews. The incumbent will be expected to lead and organize “pause and reflect” events with external stakeholders and with internal USAID staff. The Advisor will also support SRO’s contribution to regional and bilateral portfolio reviews and other Mission-wide “pause and reflect” events.

b) **Analytical Support** - The incumbent will provide additional analytical support to the SRO technical team related to resilience and countering violent extremism (CVE) programming as well as bilateral initiatives in the Sahel on an as needed basis.

POSITION ELEMENTS

Supervision Received: The CLA Advisor will report to the USAID/Senegal SRO’s Project Development Officer. The Supervisor will set overall objectives. The employee and the supervisor together will develop deadlines, projects, and work to be accomplished. The incumbent is expected to take substantial initiative, act independently, and manage his/her tasks with minimal supervision.

Supervision Exercised: This position is non-supervisory.

Exercise of Judgment: The incumbent is able to consistently exercise excellent and sensitive judgment during interactions with senior U.S. government officials, NGO counterparts, USAID/Washington colleagues and external implementing partners.

Authority to Make Commitments: The CLA Advisor shall not make any unauthorized commitments on behalf of the USG.

Nature, Level and Purpose of Contacts: The successful applicant is expected to establish and maintain solid working relationships with all levels of mission personnel at USAID/Senegal and the Field Offices in Niger, Burkina Faso, Chad, Mauritania and the Gambia.

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

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. Education: A minimum Master's degree in related social science fields.

b. Work Experience: The incumbent must have a minimum of five (5) years of experience working in international development and/or social scientific research, including experience with managing research agendas, knowledge management, geographic information system and data analysis. Previous experience working with USAID or other USG agencies implementing development assistance programming is required.

c. Language Skills: Superior English speaking and writing skills are required. French language skills (speaking and reading) also required.

d. Knowledge and Skills: Expert graphic skills, familiarity with research methodologies, and experience in the use of statistical analysis software such as SPSS and the like is required. The incumbent must have strong analytical, writing and presentation skills and proficiency in the suite of Microsoft Office software to include, but not limited to MS Excel, MS Power Point, and MS Word.

III. SELECTION AND EVALUATION FACTORS

Determines basic eligibility for the position. Offerors who do not meet all of the selection factors are considered NOT qualified for the position.

- Offeror is a U.S. Citizen;
- All documentation submitted; (See Section IV for requirements)
- Ability to obtain an Employment Authorization;
- Ability to obtain a Department of State medical clearance;
- Satisfactory verification of academic credentials.

A USAID Employment Authorization and Department of State medical clearance are required prior to issuance of the contract for this position.

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.

Evaluation factors

1. Education (30 points)

Master's degree and relevant graduate level studies in related social science fields.

2. Prior Work Experience (40 points)

a. At least five (5) years of work experience in international development

- b. Direct work experience with USAID or other international agency
- c. Direct work experience relating to resilience and vulnerability, democracy and governance, CVE, and health within the Sahel
- d. Direct work experience working in West Africa

3. Language Proficiency (15 points)

Superior English speaking and writing skills are required. Good working knowledge in French.

4. Knowledge and Skills (15 points)

The incumbent must have a familiarity with research methodologies as well as strong analytical, writing and presentation skills. The incumbent must have professional skills in Excel, PowerPoint, Word, and graphic design and should be proficient in the utilization of Geospatial mapping and statistical software.

Total Possible Points: 100 points

In order to be considered for the position, applicants must meet the Minimum Qualifications listed above. Consideration and selection will be done by the Selection Committee based on the Evaluation Factors.

PAST PERFORMANCE/PROFESSIONAL REFERENCE CHECKS

Applicants are required to provide no less than five (5) references with an accurate email address. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written reference in a timely manner. In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria. USAID/Senegal reserves the right to obtain from previous employers' relevant information concerning the applicant's past performance and may consider such information in its evaluation.

IV. SUBMITTING AN OFFER

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: usaiddakar-hr@usaid.gov **with the Solicitation number in the application submission.** **Note that applications from non-U.S. citizens cannot be considered.**

Qualified applicants are required to submit:

1. **A Cover letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé 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.
2. **Applicants are required to provide a minimum of five (5) references** within the last ten (10) years from the applicant's professional life namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the

applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

3. Offeror Information for Personal Services Contracts form **AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc. **Offerors are required to complete and sign the AID 309-2 form.**

Please note that incomplete and/or unsigned applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful applicant about being selected for a contract award, the CO will provide the successful applicant instructions about how to complete and submit the following forms:

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

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

VI. BENEFITS AND ALLOWANCES

A U.S. Resident Hire Personal Services Contractor is not eligible for any fringe benefits, differentials, or allowances; and is only eligible for contributions for FICA, health insurance, and life insurance.

VII. TAXES

USPSCs are required to pay Federal income taxes, Medicare and applicable State Income taxes.

VIII. 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>.

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, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

END OF RE-SOLICITATION