



# USAID | SENEHAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068521R10007

**ISSUANCE DATE:** April 22, 2021

**CLOSING DATE:** May 12, 2021

**SUBJECT:** Solicitation for a USAID Development Assistance Specialist (Deputy Office Director)  
Cooperating Country National Personal Services Contract (CCN/PSC)  
(Senegal 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 attached information.

Sincerely,

Cheryl Wilson  
Supervisory Regional Executive Officer

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068521R10007
2. **ISSUANCE DATE:** April 22, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** May 12, 2021- 5:00 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Development Assistance Specialist (Deputy Office Director)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-12**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. 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 February 1<sup>st</sup>, 2022. 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 February 1st, 2022 to January 31, 2023
Option Period 1:	o/a February 1st, 2023 to January 31, 2027

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Dakar, Senegal, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a Third Country National Personal Service Contract (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 U.S. Nationals (USNs) or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

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

This position has a mission-wide responsibility for leadership guidance and direction to the various technical offices on public administration issues. The incumbent serves as the principal advisor to Mission management on policy, strategic planning, and donor coordination of the USAID portfolio in Senegal. S/he also leads the dialogue with the Government on policy formulation and implementation, including resolving programmatic and budgetary issues pertaining to country strategy implementation. In this capacity, the incumbent counsels Mission management on the formulation of Mission negotiating

positions with the GoS and other donors present in Senegal. S/he interprets the actions of the GoS, helping sensitize Mission and Embassy leadership to local political and social realities.

Specifically, during the design of USAID's five-year strategy and negotiation of five-year development objective agreements (DOAGs), s/he serves as the principal negotiator for USAID/Senegal with relevant GoS ministries. The incumbent also serves as the main donor coordination focal point.

S/he serves as supervisor for members of the Program Office and supervises the entire Program Office (PRM) staff when s/he functions as Acting Program Office Director. S/he performs a full range of analysis and advisory duties and responsibilities by utilizing a variety of coordinating, coaching, facilitating, and mentoring techniques.

The job holder is expected to perform some work-related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **Public administration and monitoring (30%)**

The incumbent prepares and negotiates the signing of DOAGs, DOAG amendments, and implementation letters (ILs) with the GoS, in partnership with USAID management; s/he ensures that pre-obligation requirements are met for bilateral agreements and contributes to the Mission calculation of host country contributions (HCC), both in-kind and in cash. The incumbent monitors implementation of DOAGs and ILs and HCC with the Ministry of Finance and Budget.

S/he plans and organizes joint portfolio reviews of USAID programs with the GoS and, likewise, organizes USAID input into donor reviews of GoS development programming.

S/he advises the Mission on the use of host country systems, including dealings with Senegalese public administration, particularly under direct financing mechanisms. This includes assistance and facilitation of dialogue between USAID and the GoS to resolve strategic, administrative, policy and budgetary issues arising during implementation.

The incumbent ensures quality control, including in the drafting, review and clearance of memos, talking points, diverse correspondence and technical documents for the Front Office and technical teams. S/he organizes high-level meetings with GoS Ministers, particularly with the Minister of Finance & Budget and the Minister of Economy, Planning and Cooperation.

S/he serves as the principal USAID focal point for other donors, including monitoring the donor coordination mechanism and donor working groups, drafting messages to advance USAID policies and attending and reporting on donor coordination meetings.

### **Strategy and program design and review (25%)**

The incumbent works in partnership with Program Office management on strategy formulation, planning, and review, including developing scopes of work and serving as Contracting Officer Representative for task orders to conduct analyses. S/he also coordinates mission strategy working groups; leads consultations with the GoS, donors and other partners on the strategy and ensures USAID strategy reflects country context challenges and is aligned with the GoS' priorities. S/he serves as a Program Office advisor on project and activity design teams.

S/he presents new USAID development initiatives to the GoS and discusses resources/ budget plans with the Ministry of Finance & Budget and the Ministry of Economy, Planning and Cooperation; obtains their inputs and negotiates final USAID investments in line with USAID and GOS priorities.

**Policy dialogue and technical advice (25%)**

The incumbent uses in-depth knowledge of Senegal context and substantive issues, including the full interplay of technical, cultural, historical, and political forces to make informed policy/program recommendations to USAID leadership and implementing partners.

The incumbent also advises the Mission on policy formulation and implementation, including advocacy for key reforms that advance USAID development objectives. The incumbent counsels and advises the Mission Director, Deputy Director, Program Office Director and technical offices on topics related to policy and administering assistance programs in Senegal. S/he supports USAID technical teams in designing their respective policy agenda and monitors the implementation of those agenda; and s/he leads the policy dialogue with the GoS and other donors on program, project and activity design and implementation. S/he promotes USAID alignment with GoS programs and policies, and vice versa. S/he organizes joint portfolio reviews and participates in Minister-level meetings with the Mission Director or Deputy Director or Program Office Director, advises on how to broach sensitive subjects, overcome impasse and formulate counter proposals.

The incumbent serves as the Mission focal point on gender. In that role, s/he leads the Mission's community of practice on gender and ensures integration of gender across the program cycle.

**Office management and supervision (20%)**

As the Deputy to the Program Office Director, the incumbent assists the Supervisory Program Officer (Program Office Director) in performing a range of coaching and supervisory functions to help PRM team members, particularly junior Foreign Service Officer (FSO) and Cooperative Country National (CCN), achieve their objectives. On occasion, s/he serves as Acting Program Office Director when the Program Office Director is absent. S/he carries out the Supervisory Program Officer's responsibilities for review, programmatic oversight, guidance and action on operational programs. S/he utilizes a variety of coordinating, coaching, facilitating, consensus-building and planning techniques. The position is also responsible for reviewing and responding to in-coming requests or proposals from local organizations and actors and advice on the course of action to undertake.

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:** The incumbent functions with substantial independence. There is a collaborative working relationship between the incumbent and the Team Leader, Program Office Chief who provides minimal supervision and who prepares the incumbent's annual performance evaluation report. The incumbent works at the highest levels in the Mission, working directly for the Director and Deputy Director. As a highly qualified professional, substantial reliance is placed on the incumbent to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities.

**Supervision Exercised:** S/he supervises a Program Development Assistant (FSN-8) and G2G / Policy Development and Assistance Specialist (FSN-10) on a day-to-day basis. S/he supervises staff of 14 when s/he functions as Acting Program Office Director.

S/he serves as Deputy Program Officer to the PRM team.

## 12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of master's degree in international development, public or business administration.
- b. **Prior Work Experience:** Minimum of seven (7) years of progressively responsible prior senior level experience is required in program planning, budgeting, management, and analysis and interpretation of data and presentation of findings in written and oral forms three (3) years of the experience within a large International Organization. Incumbent must have extensive experience in administering significant development activities concerned with planning, development, implementation and budget.
- c. **Post Entry Training:** Training in ADS Series 200, 201, 203 (Programming Policy on Management for Results, Planning, Achieving, Assessing and Learning) and related courses in program design, implementation, and socioeconomic development. The USAID COR training (Acquisition Management and Assistance Management) is required, and the Development Studies Program (DSP) or equivalent developmental theory training.
- d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read): Fluency (Level IV) in both oral and written French and English is required for the precise and accurate reporting on, preparation and reviewing of program-related documents.
- e. **Job Knowledge:** The incumbent must have a thorough knowledge and understanding of the socio-economic environment of the GoS, Senegalese and American social and cultural values, the socioeconomic environment of Senegal, and the attitudes of key Senegalese leaders. The incumbent must use knowledge of U.S. and foreign policy environment to spot and exploit opportunities to advance mission goals. The incumbent must possess thorough knowledge of USAID regulations, policies, goals and procedures, particularly with regard to the programming, budgeting and performance measurement systems. Equally important is sound theoretical knowledge of political and economic development issues. In depth understanding of the changing direction of the Agency at large and the new mechanisms for conceptualizing, designing, implementing, monitoring and evaluating USAID activities. The incumbent must use his/her knowledge to make increasingly informed policy/program recommendations and must operate independently to further mission goals. The incumbent must be knowledgeable of nuances and practices and must ensure that appropriate controls are developed and implemented.
- f. **Skills and Abilities:** The incumbent must demonstrate a strong analytical skills and ability to conduct negotiations on major operational and policy matters with senior officials of the government, the private sector and the donor/client communities and the flexibility to deal simultaneously with a wide variety of disparate problems. The incumbent should have the ability to analyse complex data and relationships and to prepare precise and accurate factual and analytical reports.; and the ability to develop and maintain an extensive network of high-level contacts with the GOS especially in those ministries concerned with USAID program, in particular the GOS Ministry of Economy, Planning and Cooperation. The incumbent must have demonstrable tact and negotiation skills at the highest level (minister-level) of the GOS and at the highest executive levels in the donor community in Senegal and private sector. The incumbent must have the

ability to plan, direct, and organize activities; to seek opportunities and act promptly; to render advice with detachment and objectivity and to operate efficiently and effectively in a multi-cultural/multi-racial organization; and to work under pressure to meet tight deadlines. The incumbent must have the ability to ensure that key USAID goals, priorities, values, and other issues are considered in providing advice on program decisions and to ensure that USAID/Senegal's mission and strategic vision are reflected in the management of its customers and partners. The incumbent must be able to integrate the entire range of relevant foreign policy and administrative factors into the decision-making process. The incumbent must have strong analytical and management skills, as well as the ability to “multi-task”. Excellent skills in team leadership and team coaching are essential. The incumbent must be knowledgeable of and able to effectively use word processing and data management systems and applications, including Microsoft Windows, Word, Excel, and Microsoft Office.

### **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:

#### **Rating System**

- Education – 10 points
- Work experience – 25 points
- Knowledge – 25 points
- Skills and abilities – 25 points
- Language proficiency - 15 points

#### IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 4 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) **with the Solicitation Number and Position Title in the application submission Subject Line.**

Qualified applicants are required to submit:

1. **Cover letter and current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria.
2. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include Current or Former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references.
3. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <http://www.usaid.gov/forms/>. Offerors are required to **complete and sign the form.**
4. Copies of relevant Academic Degrees
5. Two writing samples (500 words each in English) on: 1) Briefing note on a key development challenge in Senegal; 2) Topic of choice.

Offers must be received by **May 12, 2021** and submitted in [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

**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 Senegal.

Benefits: Annual bonus; Anniversary bonus; and Medical insurance

Allowances: Transportation; Meal; 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>. Pricing by line item is to be determined upon contract award as described below:
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/OGES%20Regulations>.
5. **PSC Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>  
The PSC Ombudsman may be contacted via: PSCombudsman@usaid.gov.

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