SOLICITATION NUMBER: 72068520R10017  
ISSUANCE DATE: May 29, 2020  
CLOSING DATE: June 19, 2020

SUBJECT: Solicitation for a USAID Project Management Specialist (Nutrition)  
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,

Chadwick Cannon Mills  
Deputy Regional Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068520R10017

2. ISSUANCE DATE: May 29, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 19, 2020 - 5:00 p.m. (Senegal time)

4. POINT OF CONTACT: Recruitment team, email at usaiddakar-hr@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Nutrition)

6. MARKET VALUE: Salary equivalent to grade FSN-11. 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 July 1st, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Period Type</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Base Period</td>
<td>o/a July 1, 2020</td>
<td>June 30, 2021</td>
</tr>
<tr>
<td>Option Period 1</td>
<td>o/a July 1, 2021</td>
<td>June 30, 2025</td>
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</tbody>
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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 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

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau’s for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. In FY 2018, USAID provided almost $2 billion in emergency and development food assistance to the poorest corners of the world. Contributions included over 1.5 million metric tons of in-kind food and local and regionally procured commodities as well as cash transfers and food vouchers to meet short term emergency needs of vulnerable populations. FFP also supports longer term development
food security activities that address the underlying causes of food insecurity, build the resilience of target populations, and improve the health, nutrition, and overall wellbeing of individuals. Taken together, FFP emergency and development programs provide an impressive array of tools to combat hunger and malnutrition around the world.

In West Africa, FFP covers 20 countries in the region, where the FY 2018 budget amounted to $495 million. In response to immediate needs and to prevent a potentially much more serious situation, FFP allocated emergency resources, including Title II food commodities, as well as cash resources in support of regional procurement of food commodities, to respond to the crisis. In addition, FFP improved household food security, agricultural productivity, and maternal and child health through longer term development activities in Niger, Burkina Faso, and Mali.

To help improve, monitor, and coordinate the effectiveness and efficiency of the assistance provided under FFP programs in West Africa, USAID requires the services of a USAID Development Assistance Specialist (FFP Nutrition Specialist), based in Dakar, Senegal. The position is based in USAID/FFP West Africa Regional Office in Dakar, but it is expected that approximately 40 percent of the incumbent’s time will be spent traveling within West Africa (primarily Sahel countries and Nigeria) to monitor nutrition related activities and assess acute and chronic malnutrition.

The incumbent will provide technical assistance to the USAID/FFP offices across West Africa by contributing to the management and oversight of projects within the FFP portfolio. S/he will work to improve the liaison between USAID and other donors and regional counterparts working on nutrition and food security activities. In his or her capacity, s/he is responsible for monitoring and reporting on nutritional and broader food security related components of FFP programs across West Africa in order to inform decision makers in USAID, the FFP West Africa Regional Office, and FFP/Washington so that they can ensure effective management and targeting of FFP resources.

The incumbent will collect information on the effectiveness and quality of implementation of food aid programs throughout West Africa, including whether resources are being targeted and distributed effectively and equitably in order to combat hunger and malnutrition and save lives. S/he will prepare reports and verbally brief FFP and other U.S. Government (USG) personnel on conditions of vulnerable communities and individuals. S/he will also engage with partners in the field to identify ways to resolve operational challenges.

The incumbent will work under the direction of the FFP/West Africa Regional Office Director, or his/her designee. This position requires regular coordination with other FFP team members, representatives from other USAID and Embassy offices, the humanitarian donor community, Public International Organizations (PIOs) and Private Volunteer Organizations (PVOs), and therefore requires a highly collaborative work style.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Advising FFP offices on nutrition and food security investment and programming issues (80%)
  
  a) Monitor and evaluate the implementation of the FFP partner’s nutrition and broader food security related activities and reporting back to the FFP/West Africa Regional Office Director. The
incumbent will help ensure that nutrition components of FFP funded programming are technically sound, on schedule and are efficiently reaching the vulnerable people targeted for assistance.

b) Contributes to, in collaboration with FFP colleagues, an annual monitoring plan outlining the countries and the sites to be visited and timeline, and conducts regular field monitoring visits, in accordance with the monitoring plan, spending at least 40 percent of time in the field, often in austere conditions, collecting data on the implementation of nutrition activities and other aspects of FFP programs. Primary monitoring responsibilities are to ensure sound implementation of nutrition components of FFP funded programs. Also advises on any issues arising that need to be addressed, including immediate reporting of any actual or suspected diversions of USG resources, missed implementation targets, and non-compliance with USAID regulations. Makes recommendations for addressing and solving any problems that are discovered, provides feedback to the implementing partner and concludes with follow-up to ensure improvements.

c) Searches and reviews technical reports and documents related to nutrition and food security to remain current about general knowledge and advances in the fields of nutrition and food security, in general, and others’ findings related to his/her geographic zone of responsibility, in particular.

d) Drafts factual and analytical reports on all field monitoring trips, assessments, etc. Provides technical advice to the FFP West Africa Regional Office team, FFP/Washington, and FFP country teams as necessary.

e) Follows closely current political, social, economic, food security and nutrition trends in West Africa. Use judgement and experience to assess the accuracy of information, reliability of sources, and the relevance of the information. Also provides analysis on how these trends affect the development and implementation of FFP’s emergency and resilience programming.

f) Exchanges information with relevant Famine Early Warning Systems Network (FEWSNET) team(s) and reviews and provides feedback on FEWSNET reports prior to their release.

g) The incumbent will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from all team members.

- Internal and External Coordination (20%)

a) Maintains active dialogue with other donors, UN agencies, non-governmental organizations, and various relevant institutions on nutrition issues and activities; builds contacts to facilitate dissemination of information and coordination of activities.

b) Liaises with counterparts in UNICEF and World Food Program (WFP) to maintain up-to-date information and analysis of nutrition trends and outputs in West Africa along with senior level government officials across the region, as needed.

c) Participates in multi-agency assessments of food security, markets and food assistance and other humanitarian needs, and assists in the development of funding and programmatic recommendations for FFP and the USAID Mission.
d) Represents FFP in working group meetings and other fora with UN, NGOs, and other humanitarian donors. When on TDY represents USAID to a wide range of government officials at the provincial/district level and representatives at the technical and administrative levels. Engages with beneficiaries, community members and leaders related to FFP’s food security and nutrition programs. All representation is performed in line with the overall direction of the FFP/West Africa Regional office and specific country teams.

**Supervision Received:** The incumbent is supervised by the FFP/West Africa Regional Office Director. Assignments are made via jointly agreed upon work objectives and plans, and will be updated as the situation requires. The incumbent works independently with minimal guidance from the supervisor, prioritizing all work and setting or meeting deadlines as applicable.

**Supervision Exercised:** No supervisory role.

**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 public health, nutrition, or a related field with significant study in maternal and child nutrition and food security.

b. **Prior Work Experience:**
   - A minimum of five (5) years of progressively responsible experience managing and implementing programs in a developing country setting related to nutrition, emergency food and nutrition, community nutrition, or public health nutrition. Experience related to food assistance programming, ideally in more than one country either through several short-term assignments or long-term residential postings, is required.
   - Experience and skills related to infant and young child feeding practices, treatment and prevention of malnutrition, and nutrition interventions which reduce the rates of chronic malnutrition.
   - Appropriate combination of education and experience of basic and advanced nutrition principles related to the prevention and treatment of malnutrition.
   - Demonstrated analytical skills in complex programming which combines nutrition, health, agriculture and livelihoods for improved household health and income. Previous experience conducting program oversight is required. Past experience working with other donor-funded programs, UNICEF, WFP, INGOs and/or local NGOs.
   - Work demonstrating an extensive knowledge of malnutrition drivers across West Africa.

c. **Post Entry Training:**
   - Rapid familiarization with general U.S. Government policies and specifically the Food for Peace Act and Title II implementing guidelines, Regulations 11 and 22 CFR 216 and 226.
   - Food Aid Rules & Regulations/Commodity management training
   - Regional FFP Monitoring and Evaluation (M&E) Workshops
   - FFP Bootcamp training
   - Integrated Phase Classification
   - On the job training through mentoring
d. **Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read):

- English and French level 4 is required.
- Proven capacity to communicate effectively both orally and in writing.

e. **Job Knowledge:**

The employee advises USG and partner staff on complex policy issues and must have:

- Expert knowledge on host region programs and strategies in nutrition as it pertains to improved food security.
- Experience with nutrition and food security programs and/or a demonstrated mastery of the nutrition sector.
- Highly developed technical expertise in the field of nutrition and food security to allow the incumbent to analyze, interpret and present technical information relevant to the program.
- A pragmatic understanding of emergency response mechanisms, programming for vulnerable populations, refugees, and internally displaced people, as well as guidelines and processes involved in management of USAID Title II development and emergency portfolios.
- A sound understanding of the elements of food needs assessments.
- Understand how USAID formulates program objectives and approaches, monitoring and evaluation procedures, and information systems.
- A clear understanding of food assistance policy issues, operational procedures, and related market and economic issues (as espoused, for example, in PL 480 Title II Food For Peace policy documents including Regulation 11, FFP Annual Program Statement for emergency assistance, guidelines to Bellmon Analysis, and UMR determinations).
- An understanding of how food assistance is used in development and humanitarian programs and the interaction among cross-sectoral program activities necessary to address food insecurity.
- An understanding of the interrelationships of social, economic, and political factors in West Africa and their bearing on problems of food security and including a working understanding of how FFP resources are programmed to meet emergency and development requirements.
- An operational level understanding of how FFP/W budgets and programs the Title II commodities and emergency food security resources.

f. **Skills and Abilities:**

The incumbent must have:

- Strong working knowledge of MS Word, MS Excel, and MS PowerPoint.
- Ability to manage databases.
- Good interpersonal skills and the ability to work collaboratively with a wide range of staff and representatives.
- Ability to work cooperatively in a multicultural team.
- Ability to review, evaluate and apply complex policies and regulations.
- Ability to provide rapid, concise, accurate reporting, both verbally and in written English.
- Ability to grasp and theorize the complexities of nutrition and food security, the wide variety of dynamic influencing factors and the potential influence of international food assistance.
- Ability to collect and analyze qualitative and quantitative data to assess complex factors contributing to food security.
- The ability to plan, organize, manage and evaluate complex nutrition interventions.
- A high degree of flexibility.
The ability to persevere and work long hours.

- Ability to identify and resolve conflict.

### 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**

1. Education Pass/Fail based on the diploma required in the offer
2. Work Experience (40%)
3. Language skills (10%)
4. Job Knowledge (25%)
5. Skills and Abilities (25%)

### IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit a complete application package which includes:
   - A Cover Letter
   - A Detailed Resume plus three (3) to five (5) references
   - Copies of relevant degrees

2. Offers must be received by **June 19, 2020** and submitted in 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 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:


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).