



# USAID | BENIN

F3. THE AFRICAN PEOPLE

Ladies and Gentlemen:

SUBJECT: Solicitation for a Personal Services Contractor (PSC) - Development Program Specialist, USAID/Benin

Solicitation No.: 680-08-005  
Issuance Date: February 4, 2008  
Closing Date: February 27, 2008  
Closing Time: 12:00 noon local time

*USA ID/BENIN is an equal opportunity employer. We encourage all qualified candidates to apply. Persons with disabilities will be assisted and receive reasonable accommodation.*

The United States Government, represented by the U.S. Agency for International Development (USAID) Benin is seeking applications (Optional Form 612 or Standard Form 171) from qualified, U.S. Citizen Resident Aliens or Cooperating Country Nationals (CCNs), interested in providing the services described below.

Any questions **as well as submission** of applications **in responses to this solicitation** must be directed to:

Cosmas Apedo, Acquisition and Assistance Specialist  
USAID/Benin  
Office of Procurement  
Rue Caporal Anani Bernard  
American Embassy  
01 BP 2012  
Phone (229) 21-300-500, ext. 2112  
Cotonou, Republic of Benin  
Email address: [apedo@usaid.gov](mailto:apedo@usaid.gov)

USAID/Benin anticipates awarding one (1) Resident U.S. Citizen, or a Cooperating Country National (CCN) PSC contract as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award any contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of a proposal in response to this solicitation.

Sincerely,

Aissatou Kane  
Senior Acquisition and Assistance Specialist  
USAID/Benin, Cotonou

U.S. Agency for International Development  
01 B.P. 2012  
Cotonou, BENIN

Tel: 229 21 -30-05-00  
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## SOLICITATION INFORMATION

1.	SOLICITATION NUMBER:	PSC 680-08-005.
2.	ISSUANCE DATE:	February 4, 2008
3.	CLOSING DATE:	February 27, 2008 12:00 noon Local Time.
4.	POSITION TITLE:	Development Program Specialist.
5.	MARKET VALUE:	GS-12 (US \$57,709 to US \$75,025) or FSN Grade-10
6.	PERIOD OF PERFORMANCE:	36 months on the basis of annual contract renewal subject to need and availability of funds.
7.	PLACE OF PERFORMANCE:	Cotonou, Republic of Benin.
8.	SUPERVISION:	USAID/Benin Family Health Team Leader.
9.	AREA OF CONSIDERATION:	Only U.S. Citizens Resident Alien or Cooperating Country Nationals (CCNs).
1.	BACKGROUND	

The United States Agency for International Development Mission to Benin, USAID/Benin, with an annual program budget of approximately \$ 30.5 million, includes program objectives in basic education, health and support for women's justice and empowerment. The program includes a strong cross-cutting focus on good governance to promote transparent and accountable management of public resources. USAID is staffed with five US Direct Hire Foreign Service Officers, two US Personal Services Contractors, and 44 local nationals.

The universal oppression of women and their low status in society is a persistent and difficult problem in Benin. Because of its recent advances in promoting and protecting the rights of women, Benin was included in the Women's Justice and Empowerment Initiative (WJEI), announced by President Bush on June 30, 2005. The initiative is a three-year, \$55 million program to assist efforts of four African countries - Benin, Kenya, South Africa, and Zambia - to combat sexual violence and abuse against women, and empower them in society. The program will promote women's justice and empowerment through three components:

- **Increasing awareness of the need for women's justice and empowerment, through high-level engagement, conferences, public awareness, and education.**
  - Strengthening the capacity of the legal system to protect women and punish violators by training police, prosecutors, and judges in sexual violence and abuse cases against women, and developing or strengthening laws which protect women and empower their role in society.
  - Rehabilitating, reintegrating, and empowering victims by bolstering the capacity of shelters and counseling programs, and addressing health care needs of women.

USAID will manage the awareness raising and victim support components of the program. The US Department of Justice (DOJ) will manage the legal component. USAID and DOJ will coordinate

closely on all aspects of the program under the overall management of the State Department and its embassies in the WJEI countries.

## II. BASIC FUNCTION OF POSITION

The contractor shall serve as the Development Program Specialist and report directly to the Program Officer. The Program Officer monitors progress toward achieving planned results, ensures accountability for USAID resources, supervises a staff of three development professionals, and is responsible for maintaining relationships with partners including donors and counterparts in the Government of Benin. For WJEI, the Program Officer works in close coordination with the US Embassy to provide direction for the WJEI program. An in-country US government WJEI steering committee, to be comprised of staff from the US Embassy, the Department of Justice, and USAID, will oversee the design and implementation of WJEI activities.

The contractor shall also manage activities under the USAID Governance program which are now managed by the Office of Program Coordination and are in the final year of implementation. S/he will serve as Cognizant Technical Officer (CTO) and be responsible for ensuring orderly close-out of these activities. S/he will also advise Mission staff on ways to integrate key aspects of the Governance into other activities in the Mission portfolio, particularly in the area of promoting transparent and accountable delivery of services.

## III. MAJOR DUTIES AND RESPONSIBILITIES

The contractor shall function primarily as the coordinator for the USAID-managed components of the WJEI program, including acting as the Mission Gender Officer. In addition, s/he will manage all on-going activities, including close-outs, related to the Mission's cross-cutting Governance special objective. S/he will coordinate the day-to-day implementation of these activities in accordance with approved guidelines, regulations and procedures. S/he shall assure technical oversight on all WJEI and Governance and WJEI related matters. Specifically, the contractor shall perform the following:

### a. Women's Justice and Empowerment Initiative (60%)

**Function as Cognizant Technical Officer for WJEI. Ensure that CTO responsibilities are carried out in conformity with US Government requirements, including USAID and Mission policies.**

Ensure that implementation letters on matters related to the agreement with the Government of Benin for the WJEI are prepared and reflect input from responsible offices within the Mission before legal review and final issuance.

**Ensure that obligating documents related to USAID agreements with the Government of Benin for the WJEI program are prepared according to standards and timelines established by USAID.**

Share responsibility with the Program Officer for preparing and maintaining budget planning and reporting documents. Responsibility is shared in order to ensure that there is a team member available at all times to respond to questions about budget or availability of funds.

**Promote good relations with and provide technical guidance to USAID's implementing partners (GOB, cooperating agencies, other donors and local Beninese NGOs). Represent the US Government at appropriate ministerial working-level and donor coordination groups.**

Participate in US Government interagency WJEI steering committee meetings and liaise with virtual members based in the United States for collaboration on WJEI matters.

The Program Officer is the principal responsible for ultimate quality control of planning, design and budget documents for WJEI and provides clearance on behalf of OPC. The Coordinator will share in this role by completing the following tasks:

- Lead activity design as assigned. Ensure that established timelines are met. Ensure that activity planning documents conform to USAID requirements and reflect best practices in gender programs.
- Share responsibility with the Program Officer for preparing and maintaining budget planning and reporting documents. Responsibility is shared in order to ensure that there is a team member available at all times to respond to questions about budget or availability of funds.

Prepare and review procurement plans for WJEI activities. Ensure that deadlines are met.

Serve as control officer for WJEI visits. Responsibilities includes accompanying high level visitors, ensuring that appropriate logistic support is in place, and providing informal interpretation for non-French speakers as needed.

Perform outreach and communication functions. This includes drafting WJEI-related components of USAID reports. Oversee the preparation of development outreach and communications materials and ensure that written material such as speeches, narrative for the webpage, press releases, success stories, and reporting cables are prepared and conform to standards established by the USAID Bureau of Legislative and Public Affairs. Prepare materials or review input from other team members as assigned by the Program Officer. Represent USAID at public functions as assigned.

b. Activity Manager and Advisor for Governance Activities (20 %)

Function as Cognizant Technical Officer for 3-4 Governance activities. Ensure that all CTO responsibilities, especially activity closeout procedures, are carried out in conformity with US Government requirements, including USAID and Mission policies.

Work with Mission technical staff to ensure that critical aspects of the Governance portfolio are retained in other activities. Collaborate with government ministries and other donors on Governance dimensions of development. Attend donor working group meetings and work with USAID implementing partners to ensure that best practices and recommendations in the field of Governance are reflected in their activities.

Ensure that implementation letters on matters related to the agreement with the Government of Benin for the WJEI are prepared and reflect input from appropriate offices within the Mission before legal review and final issuance.

Share responsibility with the Program Officer for preparing and maintaining budget planning and reporting documents related to Governance activities.

Serve as control officer for WJEI visits. Responsibilities includes accompanying high level visitors, ensuring that appropriate logistic support is in place, and providing informal interpretation for non-French speakers as needed.

Perform outreach and communication functions. This includes overseeing the preparation of development outreach and communications materials. Ensure that written material such as speeches, narrative for the webpage, press releases, success stories, and reporting cables are prepared and conform to standards established by the USAID Bureau of Legislative and Public Affairs. Prepare materials or review input from other team members as assigned by the Program Officer. Represent USAID at public functions as assigned.

**c. Mission Gender Officer (10%)**

Advise Mission staff on gender issues during strategic planning and new activity designs. Stay abreast of developments and research in the field of gender and development. Work with Mission staff to ensure that best practices and recommendations are reflected in new activity designs and in performance management and reporting.

Collaborate with government ministries and other donors on gender dimensions of development. This includes attending donor working group meetings and working with USAID implementing partners to ensure that best practices and recommendations in the field of gender and development are reflected in their activities.

**Monitor the gender dimension in the implementation of GOB strategies and programs such as the poverty reduction strategy.**

**d. Other Tasks as Assigned (10%)**

Conduct research on specialized subjects as requested. Participate in interagency committees or task forces for special events. Represent USAID at events and meetings as necessary related to other sectors covered within the Mission's program portfolio.

**IV. REPORTS AND WORK PLANS:**

Within 45 days of signing the contract, the contractor will prepare work objectives for the first year of the contract.

V. PERIOD OF SERVICE TO USAID/BENIN, SECURITY AND MEDICAL CLEARANCE:

The Contractor's period of service shall be approximately three years from the effective date of the contract. The contract will be renewable on an annual basis subject to need and availability of funds. US Citizens need to obtain a Security Clearance and a medical clearance from State M/MED. The individual must be willing and able to spend as much as 20% of his/her time traveling.

VI. QUALIFICATIONS AND EXPERIENCE, TECHNICAL KNOWLEDGE, SKILLS AND EVALUATION FACTORS:

1. **Education and Training: (0-15 points)**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirement.

A university degree equivalent to BA or BS from a US university in education or a field related to development assistance such as business administration, economics, financial management, international or community development is a minimum requirement. A master's equivalent to an MA or MS from a US university is preferred.

2. **Knowledge and Prior Work Experience: (0-30 points)**

Initial screening is Yes/No scoring. An applicant will not be considered if s/he does not meet the minimum requirements.

A minimum of five years experience in development assistance or a related field is required, including experience in strategic planning, program design, program planning and budgeting, performance management (monitoring and evaluation) and reporting. At least 3 years of work experience in development with an international organization, bilateral or multilateral donor agency is required. At least two years previous development experience in subjects or sectors relevant to this position is required. Examples of relevant experience include gender and development or community development and participation.

Previous experience should demonstrate ability to take on increasing amounts of responsibility and potential for professional growth. This includes demonstrated ability to plan and carry out important projects without significant supervision.

A thorough knowledge of the principles, concepts, techniques and procedures of program management, evaluation, reporting and budgeting is a minimum requirement. Excellent knowledge of primary education issues in a development context is a minimum requirement.

3. **Language Proficiency: (0-25 points)**

Initial screening will entail an examination of the application package to see evidence of fluency in English and French at the requisite level. Applicants who do not include a discussion of language fluency in the application will not receive further consideration.

**a. Fluency in English: (0-15 points)**

Advanced professional fluency in English is required. This includes ability to use the language fluently and accurately on all levels normally pertinent to professional needs with a high degree of effectiveness, reliability, and precision for all representational purposes. This means that s/he can understand and participate in conversations within the range of his/her own personal or professional experience with a high degree of fluency and precision of vocabulary; can respond appropriately with rare errors of pronunciation and grammar; can write with sufficient skill for professional purposes to produce documents which do not require extensive editing.

**b. Fluency in French: (0-10 points)**

Minimum professional working proficiency in French is required. This includes ability to read technical reports with complete understanding; ability to participate effectively in most formal and informal conversations on practical, social, and professional topics; ability to discuss particular interests and special fields of competence with relative ease; ability to participate effectively in meetings with complete comprehension for a normal rate of speech; a broad general vocabulary; ability to read at a normal speed and with almost complete comprehension a variety of prose on unfamiliar subjects; and ability to write simple documents. Strong writing skills in French are preferred.

**4. Other Abilities and Skills: (0-30 points)**

Initial screening will entail an examination of the application package for discussion of how the skills described below have been demonstrated in the applicant's professional experience. Applicants who do not include a discussion of these skills and abilities in the application will not receive further consideration.

**a. Analytical and writing skills (0-15 points)**

The ability to obtain, evaluate and interpret data, and to prepare precise, accurate and complete reports, including program budget documentation, is a minimum requirement. An ability to conceptualize, manage and evaluate activities and develop actions to address weaknesses is a minimum requirement.

**b. Interpersonal Skills (0-10 points)**

Strong interpersonal skills are required. This includes the ability to communicate effectively with a broad range of individuals and organizations, including mid-level to senior officials of the host government, the private sector, donors, and other implementing partners.

**c. Computer Skills (0-5 points)**

The ability to operate efficiently through the use of word processors, office information systems and personal computers is a minimum requirement.

## VII. POSITION ELEMENTS

**Supervision Received** The Contractor will work under the direction of the Program Officer. S/He will have wide latitude for planning, organizing, and executing assigned responsibilities. Performance will be evaluated on the basis of understanding and ability to apply a highly technical body of knowledge, including applicable US Government laws, USAID policies and Mission procedures. The incumbent is also evaluated for his/her judgment, quality of written and oral communication, and interpersonal skills.

**Supervision Exercised** The Coordinator does not directly supervise Mission staff.

**Available Guidelines** USAID procedures as set out in the Automated Directives System (ADS), US Government regulations and policies on acquisitions, USAID/Benin Mission policies.

**Exercise of Judgment** Considerable independent judgment is required in prioritizing tasks, recommending the allocation of program funds, developing budgets, evaluating the relevance and reliability of data/information, and in interpreting and applying guidelines. A high degree of judgment is required to effectively relate to mid-senior level representatives from the host government, other US government agencies, and representatives from donors and other implementing partners.

**Authority to Make Commitments** The incumbent does not have authority to commit US government funds or make policy. However Mission management will rely heavily on the incumbent's analysis and recommendations.

**Nature of level and purpose of contacts** The most frequent contacts will be with mid-ranking officials from government, private sector and implementing partners, including donors. Contacts in the Government of Benin will be with the Ministry of Family, Women and Children, and the Ministry of Foreign Affairs. Subject of discussion will concern the WJEI program and project **issues**, policies coordination and consultation. Contacts within the Government of Benin will be at the level of executive secretariat or program and planning offices for these ministries.

**Post Entry Training** Must complete on-line training and orientation to USAID. Must complete certification for Acquisitions and Assistance Management along with courses in activity design and performance management. The latter includes financial management, monitoring and evaluation.

**Working Environment** Occasional travel of 2-4 days will be required to visit project sites. Work will be conducted in a fast-paced environment which calls for an ability to multi-task and meet deadlines. Occasional after hours work to complete priority tasks will be necessary.

**Time expected to reach full range of duties** Twelve months.

## VIII. LOGISTIC SUPPORT:

**The logistic support provided by USAID/Benin includes office space and equipment, transportation in country for official meetings, work related travel arrangements /tickets and secretarial and translation services.**

## IX. APPLYING

Applicants are encouraged to write a brief appendix to a resume, OF-612 or SF-171 to demonstrate how their previous experience and skills are suited for this position. Applicants must provide names and contact information for at least two references. The highest ranking applicants will be interviewed in person or by phone.

**Application forms:** Standard Form 171 can be obtained from [http://www.jobs.bpa.gov/How To Apply/forms/sf171.pdf](http://www.jobs.bpa.gov/How_To_Apply/forms/sf171.pdf) and **Optional Form 612** can be obtained from the USAID website <http://www.usaid.gov/forms/of-612.doc> or at federal offices.

Applicants should retain for their record copies of all enclosures that accompany their proposals. Please reference the number of this solicitation when sending your application. Submissions made via e-mail **MUST** be Microsoft Office Word 2003 SP2 or PDF format. Electronic submissions will be accepted.

N.B.: Mark submissions "PSC 680-08-005". Late applications will not be accepted. Applicants are requested to provide their full mailing address and contact information (including fax, telephone and/or e-mail where available). **No response will be sent to unsuccessful applicants.**

## X. COMPENSATION

The position has been classified at a GS-12 for U.S. citizens and at Grade FSN-10 for CCNs. Final compensation will be negotiated within the range of the market value at GS-12 for U.S. citizens and at Grade FSN-10 for CCNs, based upon the candidates past salary, work history, experience and educational background. Salaries over and above the market value will not be entertained or negotiated.

AS A MATTER OF POLICY, AND AS APPROPRIATE, A USPSC IS NORMALLY AUTHORIZED THE FOLLOWING:

Only benefits listed below will be paid for the life of the contract.

### Benefits:

1. Employee's FICA contribution\*
2. Contribution toward Health and Life Insurance
3. Pay Comparability Adjustment
4. Annual Salary Increase
5. Annual and Sick Leave
6. Eligibility for Worker's Compensation
7. Medevac insurance

*\*Note: For US citizen, the contractor's salary will be subject to employee 's FICA and Medicare contribution.*

**\*Other than the benefits listed above, no other benefits or allowances will be paid to the selected candidate.**

**XI. CONTRACT INFORMATION BULLETINS (CIBs) OR ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs.**

AAPDs/CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website

[http://www.usaid.gov/procurement-bus\\_opp/procurement/cib/subject.html](http://www.usaid.gov/procurement-bus_opp/procurement/cib/subject.html) to determine which AAPDs/CIBs apply to this contract.

**XII. LIST OF REQUIRED FORMS FOR PSCs:**

- 1. Standard Form 171 or Optional Form 612**
- 2. Contractor Physical Examination For children 11 years and under (DS-1622)\*\***
- 3. Contractor Physical Examination For children 12 years and over (DS-1843)\*\***
- 4. Questionnaire for National Security Positions (SF-86)\*\*,**
- 5. Authority for Release of Information (AID 610-14)\*\***
- 6. Foreign Residence Data (AID 6-85)\*\***
- 7. Fair Credit Reporting Act of 1970, As Amended\*\***
- 8. Notice Required by The Privacy Act of 1974 \*\***
- 9. Fingerprint Cards (FD-258)\*\*.**

\*\* The forms listed 2 through 9 shall only be completed upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.