



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION/VACANCY ANNOUNCEMENT NUMBER: 72069624R10007

ISSUANCE DATE: April 19, 2024

CLOSING DATE/TIME: May 16, 2024 at 11:59 PM Central Africa Time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC), USAID Project Management Specialist (Agriculture)

Dear Prospective Offerors/Applicants:

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

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 1.

Sincerely,

Reid H. Ahl, CM
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72069624R10007
2. **ISSUANCE DATE:** April 19, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 16, 2024 at 11:59 PM Central Africa Time
4. **POINT OF CONTACT:** Human Resource Office, email at kigalihr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Agriculture)
6. **MARKET VALUE:** The Market Value for this USAID Project Management Specialist (PMS) Agriculture position is established at a salary range of **32,207,986** to **54,753,587** Rwanda Francs equivalent to **FSN-11**, in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Rwanda. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Five years estimated to start on or about July 2024. Employment under this contract is of a continuing nature utilizing a five-year contract as the hiring mechanism. Its duration is expected to be a series of sequential contracts; all contract provisions, clauses and regulatory requirements concerning availability of funds shall apply.
8. **PLACE OF PERFORMANCE:** Kigali, Rwanda with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** Open to All Interested Cooperating Country Nationals (CCNs). As defined in AIDAR, Appendix J, Section (1)(7), "Cooperating country national means an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country."
10. **SECURITY LEVEL REQUIRED:** Facility Access security certificate to be issued by the U.S. Embassy Kigali Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract:**

As an integral member of the Economic Growth (EG) Team, the Agriculture and Rural Development Specialist is an agronomist with a wide range of expertise in agricultural development and food security. The incumbent provides technical leadership in the development and management of activities aiming to increase agricultural productivity and

incomes for farmers and build institutional capacity in the Rwandan agricultural sector. As such, the incumbent serves as an advisor to the EG office Director on issues related to input supply systems, agricultural research, advisory services, plant pests and diseases, innovation development and transfer. The incumbent develops and maintains good relationships with Government of Rwanda's (GOR's) officials, development partners including non-government organizations (NGOs) and multilateral and bilateral donors and implementing partners to facilitate program coordination and engage in technical and policy discussions. S/he will be entrepreneurial, resourceful, and innovative in identifying and conceptualizing promising initiatives and leveraging USG, GOR, and other donors' resources.

2. Statement of Duties to be Performed:

A. Activity Management and Administration (45%)

The incumbent will perform the function of Contracting/Agreement Officer's Representative (C/AOR) as designated by the Mission Contracting/Agreement Officer for the management of contracts, cooperative agreements, and/or grants under the Mission Feed the Future portfolio. Specific duties include:

- Provision of technical leadership as C/AOR or Activity Manager in the management, monitoring and evaluation of activities focused on agriculture and rural development assigned to him/her. This includes monitoring the performance of contractors/grantees for compliance with activity requirements as specified in the agreement and recommending actions to improve performance. In doing so, the incumbent has regular meetings with implementing partners and conducts periodic site visits to verify reported results.
- Review and approval of managed activities' work plans, performance reports, financial and technical reports, and M&E plans, and ensuring that reporting quality and delivery schedules are met, as specified in the contract/agreement.
- Activity financial management: this includes provision of administrative approval of vouchers, review and analysis of activity pipeline, processing incremental funding to ensure that financial needs of the implementing partner are met in a timely manner.
- Ensures activities are appropriately documented through the effective management of the AOR/COR files which include all activity reporting (technical and financial reports, site visit reports, performance evaluation and other assessment reports, monitoring and evaluation plans and annual work plans, etc.), relevant correspondences, agreement modifications, etc.

B. Strategic Planning, Activity Design and Advisory (30%)

The Incumbent serves as the Economic Growth Office's main technical advisor on issues related to input supply systems, agricultural research, extension services, plant pathology, and technology development and transfer. Specific duties include:

- Provide strategic, technical leadership on the Mission's agriculture development interventions, in line with the Feed the Future program and the Rwanda Country Development Cooperation Strategy.
- Keeps the EG team abreast of events in the Rwandan agricultural sector and advises the team on key policy changes in the agricultural sector.
- Provide in-depth analyses of the agricultural system transformation, identify obstacles to higher productivity, and recommend key interventions to address constraints to growth in the agricultural sector. In doing so, the incumbent constantly monitors annual crop yield trends, and conducts analyses on topics such as, but not limited to, the social, cultural and economic factors affecting technology adoption by smallholder farmers.
- Lead evidence-based design of agricultural development, food security, rural economic development, and poverty reduction activities in consultation with the host country government officials and other stakeholders. Design and procure relevant assessments to inform activity designs and strategy development.
- Prepare procurement documents required for all new activities, in close collaboration with the Office of Acquisition and Assistance. This includes writing concept papers, statement of work (SOW), developing the Independent Government Cost Estimate, and completing the GLAAS (Global Acquisition and Assistance System) actions.
- Provide information on threats to food security such as fall armyworm outbreak and Aflatoxin contamination, advise the Mission on appropriate control measures and report on national efforts to eradicate their negative impact on agriculture.

C. Program/Policy Dialogue and Reporting (20%)

- Respond to information requests from within USAID, the Ambassador's Office, the Government of Rwanda, and the donor community on specific issues. This includes drafting performance narratives, sections of the budget request justification and narratives; and reviewing and providing comments on various documents and reports.
- Organize site visits for high level guests. This includes coordinating with the implementing partners to select the site and preparing all briefing materials.
- Performs other duties as assigned.

D. Mission Project Coordination and Management (5%)

As part of the Mission's effort to set-up cross sectoral project management teams to improve collaboration and coordination among relevant Mission-funded activities, the incumbent serves in various project management teams.

Specific duties include:

- Participate in project management team meetings.
- Provide support to implement the project management team's annual objectives.
- Conduct joint project site visits.
- Attend and help organize project implementing partners' meetings.
- Liaise with implementing partners to disseminate and ensure implementation of project priorities in line with USAID strategies.
- Provide inputs into new activity design under the project s/he is a member of.
- Serves as GESI (Gender and Social Integration) POC (Point of Contact for the EG office. As such, ensure the integration of gender into the development and implementation of all activities managed by the EG office.

3. Supervisory Relationship

The incumbent works under the direct supervision of the Agricultural Productivity Team Leader. The incumbent is required to take initiative in day-to-day functions, with guidance provided by the Supervisor in difficult and unusual situations.

4. Supervisory Controls: None.**12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands. The incumbent works a 40-hour workweek.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a bachelor's degree in a field of Agriculture such as Agronomy, Soil Science, Agriculture Economics, Agribusiness, or related subject is required with a specialization in an area such as staple/cash crop production, soil science, seed production, agribusiness and/or marketing.

- b. **Prior Work Experience:** The incumbent should have five to seven years post-graduate, progressively responsible experience in program design and management, strategy development, and/or agriculture value chain development, market system development and management within the agriculture sector, including at least three (3) years at a senior level. At least three (3) of those years of experience should be in Rwanda.
- c. **Language Proficiency:** Level IV written and spoken English and spoken Kinyarwanda.
- d. **Job Knowledge:** The incumbent is expected to have expert, professional knowledge of technical agriculture areas, including plant and soil science, best practices for improving productivity and post-harvest storage and handling. In depth knowledge of staple crop and cash crop production and processing as well as dairy value-chains. A strong working knowledge of Rwanda's agriculture policy environment, including the Crop Intensification Program, the Land Consolidation Program, and Rwanda's Strategic Plan for the Transformation of Agriculture (PSTA) is essential, as well as a strong understanding of the GoR and private sector institutions and personnel associated with the agriculture sector. Knowledge of the host country's economic, political, social and cultural history and characteristics is also important. An understanding of USAID project development, management, performance monitoring and reporting, and procurement policies and procedures are highly beneficial.
- e. **Skills and Abilities:** The position requires entrepreneurial, results-oriented approach to assistance and the ability to diplomatically and tactfully confront and resolve institutional and interagency bureaucratic challenges while maintaining collaborative relations. Demonstrated ability to initiate and broker dialogue and bring such dialogue with senior government officials, policy makers, NGOs and private sector representatives to closure is required. Proven, demonstrated ability to work independently within agreed upon parameters with minimal supervision or guidance and while exercising sound judgment is required and demonstrated communication skills are critical.

The incumbent must have a proven ability to communicate quickly, clearly and concisely, both orally and in writing, including in preparation of technical reports and presentations and briefings. S/he must be able to explain USAID agricultural program policies, objectives and procedures as well as U.S. Government legislation relating to agricultural development to technical and non-technical audiences and should have demonstrated ability to produce professional quality analytical pieces and deliver authoritative, persuasive oral presentations to senior USG officials from multiple agencies, other donors, foreign government, and local governments. The incumbent must demonstrate ability to write quality reports and constructively edit work of others, including foreign service nationals.

The incumbent must also have a high degree of technical, analytical, and quantitative skill in the analysis of statistical data, public policy, and market-related data for

decision-making. Successful candidates must demonstrate the ability to manage a complex portfolio of multiple development activities.

The following skills and abilities are also sought: Interpersonal skills, operational and management skills; computer skills, including ease and skill in using word processing and PowerPoint programs, email, databases and spreadsheets; and the ability to conceptualize both strategically and programmatically.

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>.

To meet the basic eligibility requirements for this position the offeror must:

- Be a citizen of Rwanda, or otherwise eligible to work lawfully in Rwanda;
- Submit a complete application (Offer) as outlined in the section IV;
- Be able to attain a security certificate for Facility Access;
- Be cleared medically to work in the U.S. Mission to Rwanda.

After the closing date for receipt of applications, those that meet the minimum qualification requirements (Education and Experience) will be invited to take an English proficiency test. Offerors who achieve Level IV (fluent) proficiency will be referred to a Technical Evaluation Committee (TEC). Applications from candidates who do not meet the minimum requirements will not be considered.

The TEC will review and score the applications to create a list of applicants to be interviewed. Short-listed candidates will be evaluated based on information presented in the application, skills test (when used), interview, and obtained through reference checks. An applicant's references must be able to provide substantive information about past performance and abilities.

BASIS OF RATING

Applicants are rated as outlined below.

English Proficiency Test (EPT) PASS/FAIL

**In lieu of an EPT, candidates may provide proof of English language proficiency. Acceptable certifications include CEFR of C1 or C2, IELTS (minimum of 6.5), Cambridge (CAE), TOEFL IBT (minimum of 95), or TOEFL ITP (minimum of 560). These test results are valid for two years.*

Application Review 15 points

The TEC will review the cover letter, application form, and résumé (or curriculum vitae) assessing the extent education and experience reflect the required job knowledge and skills and abilities (see *II.d. Job Knowledge and II.e. Skills and Abilities*). This evaluation is based exclusively on the information provided in the documents provided.

Technical Skills 25 points

A written skills test will be administered to assess the offerors' related job knowledge and skills to include technical knowledge, standard international development processes, and familiarity with modern office systems.

Interview Performance 60 points

Interview questions will be intended to explore the candidate's:

Interview questions will be intended to explore the offerors' experience, job knowledge, and skills regarding the functional roles of the position. They will also assess the ability of the offeror to work productively and effectively within USAID/Rwanda. There will be at least one question regarding the concepts of Diversity, Equity, Inclusion, and Accessibility (DEIA).

Total Possible Points 100 points

Reference Check Pass/Fail

A "Fail" Reference Check would result from information regarding confirmed illegal or unethical activities or a preponderance of negative feedback from numerous references; e.g., not a single critical comment.

IV. SUBMITTING AN OFFER (APPLYING)

1. Offerors are required to complete and submit by email the below documents in order to be considered:
 - a. Offeror Information for Personal Services Contracts with Individuals, [Form AID 309-2](#) (available on-line)
 - b. A cover letter or email of not more than one (1) page that describes how the Offeror's qualifications meet position requirements as outlined in *II.d. (Job Knowledge) and II.e. (Skills and Abilities)*;
 - c. Current résumé or curriculum vitae not exceeding two (2) pages; and

- d. Names of three professional references, including at least one current or former supervisor, that have knowledge of the offeror's ability to perform the duties of this position; this information may be included in the cover letter or résumé/CV.
2. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.
 3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-employment Medical Examination
2. Employee Biographical Data sheet
3. Employee Contact form
4. Employee Dependency Report
5. Certificate of Criminal Record

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS (in accordance with the U.S. Embassy Local Compensation Plan):
 - a. Health Insurance
 - b. Annual and Sick leave
 - c. Maternity Leave
 - d. Social Security Insurance
2. ALLOWANCES (in accordance with the U.S. Embassy Kigali Local Compensation Plan):
 - a. Housing Allowance
 - b. Transport Allowance
 - c. Meal/Beverage Allowance
 - d. Family Allowance
 - e. Miscellaneous Allowance

VII. TAXES The Mission emphasizes to its employees that they are obliged to observe all Rwandan laws, including those concerning income and related tax obligations. By international agreement, payment of taxes is a matter between the individual employee and the Government of Rwanda.

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

USAID regulations and policies governing CCNPSC and TCNPSC 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
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:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD__	\$ _TBD at Award after negotiations with Contractor –

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>

AAPD/CIB No.	Title/Issued Date	Subject Category
AAPD 21-01 (PDF 220K)	Applicability of FAR 4.21 to USAID Personal Services Contracts with Individuals Under the AIDAR Appendices D and J – <i>March 26, 2021</i>	Acquisition Management

AAPD 20-08 (PDF 373K)	Leave and Holidays for CCNPSCs and TCNPSCs, including Country Leave for Qualifying Posts for Eligible TCNPSCs – <i>December 20, 2022</i>	Personal Services Contracts
AAPD 06-08 (PDF 35 kb)	AIDAR, Appendices D and J: Using the Optional Schedule to Incrementally Fund Contracts – <i>JUNE 23, 2006</i>	Personal Services Contracts
AAPD 03-11 (PDF 277 kb)	Revision of Contracts/Contract Procedures for Personal Services Contracts with Foreign Service Nationals (FSNs) to Work in Iraq and Afghanistan – <i>12/02/03</i>	Personal Services Contracts

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>.
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.
6. FAR Provisions Incorporated by Reference

52.204-27	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>June 2023</i>
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