



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064123100005

ISSUANCE DATE: February 8, 2023

CLOSING DATE: March 1, 2023, 11:59 pm Accra time.

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCNPSC) – Development Assistance Specialist - (Mission Environmental Officer/Climate Integration Lead)**

(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, Sections I through V** 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,

James Berscheit
Contracting Officer

U.S. Agency for International Development No. 24 Fourth Circular Rd. P. O. Box 1630, Accra-Ghana	Tel: 233-302-741-200 Fax: 233-302-741-365 www.usaid.gov/ghana
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064123R10005**
- 2. ISSUANCE DATE: February 8, 2023**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: March 1, 2023 at 11:59 pm Accra time.**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov**
- 5. POSITION TITLE: DEVELOPMENT ASSISTANCE SPECIALIST - (MISSION ENVIRONMENTAL OFFICER / CLIMATE INTEGRATION LEAD) -USAID GHANA PROGRAM OFFICE**
- 6. MARKET VALUE:** This position has been classified at **FSN-12** on the U.S. Embassy salary scale. The annual salary range is between **USD \$40,934.00 and USD \$63,446.00***. This is in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. (Final compensation will be negotiated within the market value. Salary is paid bi-weekly in Ghanaian Cedis at the exchange rate in effect when the payment is processed).

*Conversions are made at the most favorable rate legally available to the United States Government (USG), as determined by the International Currency Exchange (ICE) managed by the Bureau of the Comptroller and Global Financial Services (CGFS). This policy is reviewed regularly and a future change may establish salaries in Ghanaian Cedis that are not linked to exchange rates.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **o/a July, 2023**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Ghana. Ghanaian citizens or individuals lawfully admitted for permanent residence in Ghana.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance.

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The USAID Development Assistance Specialist (Mission Environmental Officer/Climate Integration Lead) serves as a technical leader and resource in strategic planning, program and activity design, budgeting, implementation, monitoring, and evaluation of the USAID Ghana portfolio for environmental compliance and for climate integration. The Specialist is officially designated as Mission Environmental Officer (MEO), and as Climate Integration Lead (CIL). As MEO, the Specialist ensures all Mission programs/projects/activities are in compliance with U.S. and Ghanaian environmental regulations.

As Climate Integration Lead (CIL), the Specialist ensures all Mission programs/projects/activities meet USAID Climate Risk Management guidelines. The Specialist serves as an advisor to Mission management and to Technical Offices and to USAID contractors analyzing climate vulnerabilities and developing mitigation measures.

The Specialist contacts and collaborates, at technical level, with high level counterparts and staff in the host government, with the private sector, with donor and international organizations, and with other USG entities to provide policy and strategic recommendations.

The Specialist exercises extensive judgment in planning and carrying out tasks, in resolving problems and conflicts, and in taking steps necessary to meet deadlines. In addition, it is anticipated that the Specialist will be in a travel status to remote areas of Ghana and/or the Region at least 25% of the Job Holder's time.

2. *Statement of Duties to be Performed*

The USAID Development Assistance Specialist (MEO/CIL) provides a high level of technical guidance on environmental compliance and climate integration, as follows:

a. Senior Mission Environmental Officer (MEO)

The Specialist serves as technical lead to USAID Ghana, ensuring projects are in compliance with U.S. and Government of Ghana environmental regulations. The Specialist provides substantive guidance on programs that may have environmental considerations including USAID projects in health, economic growth, agricultural development, construction, land restitution, and protected areas management. The Specialist ensures environmental compliance through a review of proposed projects and an assessment of such projects as compliant. If projects do not comply with regulation, the Specialist makes implementable recommendations to ensure compliance. and the documentation of such compliance.

The Specialist is the primary liaison between USAID Ghana and regional or Agency authorities on environmental issues and maintains communication with the same authorities on issues related to climate change and USAID programming. The Specialist leads the review of Multilateral Development Bank, Global Environment Fund, and similar environmentally significant projects in Ghana, coordinating environmental reviews with USAID staff, and ensuring reviews are timely and technically sound. The Specialist may be designated by a Contracting Officer to serve as his or her representative on particular development projects. The Specialist will complete training and be certified to fulfill this role.

b. Climate Integration Lead (CIL)

The Specialist ensures compliance with USAID climate risk management processes. The Specialist is a technical advisor to USAID Ghana staff on the integration of climate change mitigation into programming strategy.

c. Monitoring and Evaluation (M&E)

The Specialist monitors environmental aspects of development activities through field visits, and supports staff in their monitoring responsibilities. The Specialist ensures timely reporting to meet USAID Ghana or Agency requirements.

d. Capacity Building and Strategic Leadership

The Specialist identifies opportunities and delivers training on environmental or climate change considerations in programming. The Specialist supports development of and

improvement to various communications tools, such as webinars, newsletters, websites, etc. and contributes to such tools when appropriate.

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.

3. *Supervisory Relationship*

The USAID Development Assistance Specialist (Mission Environmental Officer) works under the supervision of the Director of the Mission Program Office. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of USAID environmental impact assessment goals and successful integration of climate risk considerations with Ghanaian Government and USAID objectives.

4. *Supervisory Controls*

Regular supervision of USAID Ghana staff is not contemplated. The incumbent may oversee the work of temporary consulting teams, as well as institutional contractors.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Masters degree in Environmental Studies, Ecology, Integrated Sustainable Development, Natural Resources Management, or a related field, is required.
- b. **Prior Work Experience:** A minimum of seven years of progressively responsible experience in an area involving environmental impact assessment, environmental and social safeguards, or related regulations, standards, policies and best practices in a developing-country setting is required.
- c. **Language Proficiency:** Level 4 (advanced professional proficiency) in English both oral and written, is required. (Language proficiency may be tested.)

III. EVALUATION AND SELECTION FACTORS

A supplemental document is required with written responses to the Evaluation Factors listed below. Responses to each evaluation factor should not exceed 250 words. When possible, please describe your experience performing the duties described in these factors. Please include specifics on where and when you gained the experience.

a. **Strategic Planning/Program Design. (30 points)**

Experience planning or contributing to the planning of development projects to ensure compliance with environmental regulations. Experience with project design and with the preparation of budgets that include the costs of incorporating environmental considerations in the overall design. Experience preparing and/or reviewing environmental scoping statements or environmental impact assessments, and experience applying the results of such assessments in project design.

b. Program/Project Implementation (30 points)

Experience managing development projects to achieve the goals and objectives of the project design. Experience with incorporating climate change and/or environmental considerations in the day-to-day management of development programs. Experience managing individuals or teams to achieve successful results for an organization that is implementing a development project. Experience managing and/or implementing projects that have an environmental focus or a focus on mitigating the effects of climate change.

c. Experience as an Expert or Professional Resource on Environmental or Climate Change Issues (10 points)

Experience applying professional-level knowledge of development principles, concepts, and practices, especially as they relate to environmental assessments and/or climate risk management. Experience informing or contributing to the development of environmental policy for a government or an organization. Experience communicating authoritative information to policy makers on host country regulations, environmental best practices including the impact of climate change on development priorities and results. Experience with training others on climate change mitigation and/or environmental issues to be considered when designing development projects.

d. Monitoring and Evaluation (20 points)

Experience utilizing the continuous collection of data to measure progress towards established targets or indicators of project success. Experience monitoring project budgets and the results of expenditures in meeting project objectives. Experience utilizing data collection to determine the sustainability of a development project over time. Experience writing professional reports and/or analyses to communicate the results of evaluation and provide recommendations on the continuation or termination of a project or an adjustment in project design.

e. Communication Skills and Teamwork (10 points)

Experience writing professional reports that clearly convey technical information on environmental or climate issues to stakeholders within or outside of an organization. Experience developing and presenting oral briefings to relevant audiences on environmental or climate issues. Experience working in a courteous and effective manner as part of a team to accomplish a work objective. Experience demonstrating leadership of a team and incorporating the contributions of others to achieve a common goal.

Total Possible: 100 points

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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>.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit a signed offer form **AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS)** which is available at the following link:
<https://www.usaid.gov/forms/aid-309-2>
2. Offeror must also submit a curriculum vitae.
3. Offerors are required to submit a supplemental document with written responses to the Evaluation Factors listed under Section III. Responses to each evaluation factor should not exceed 250 words and should describe the specifics of experience and where and when experience was gained.
4. Offerors are asked to submit a copy of their relevant educational certificate (s) and work permit or residency permit (if not a Ghanaian citizen)..

5. 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**.

To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The Contracting Officer will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - A. Medical History and Examination Form (Department of State Forms)
 - B. Security Clearance
 - C. Finger Print Card (FD-258)
2. **Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors** - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays
2. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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

USAID regulations and policies governing CCNPSC 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: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</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>
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-contractsombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

----END OF SOLICITATION---