



# USAID | SENEGAL

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72068524R10008

**ISSUANCE DATE:** March 28, 2024

**CLOSING DATE:** April 28, 2024

**SUBJECT:** Solicitation for an USAID Project Management Specialist (Humanitarian Response) 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,

**Rodney Stubina, PhD**  
Supervisory Regional Executive Officer  
USAID/Senegal

**I. GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068524R10008
2. **ISSUANCE DATE:** March 28, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 28, 2024 – 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at [Usaiddakar-hr@usaid.gov](mailto:Usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** USAID Project Management Specialist (Humanitarian Response)

**MARKET VALUE:** From FCFA 29,560,871 to FCFA 45,994,583 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Senegal. Final compensation will be negotiated within the listed market value.

6. **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 1, 2024. 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 July 1, 2024, to June 30, 2025
Option Period 1:	o/a July 1, 2025, to June 30, 2029

7. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Senegal, with possible travel as stated in the Statement of Duties.
8. **ELIGIBLE OFFERORS:** USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Senegal) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) 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. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.
9. **SECURITY LEVEL REQUIRED:** Facility Access

## 10. STATEMENT OF DUTIES

### BASIC FUNCTION OF POSITION

The Bureau for Humanitarian Assistance (BHA) in the U.S. Agency for International Development (USAID) is the largest provider of humanitarian assistance in the world, reaching the world's most vulnerable people with life-saving assistance, including food, water, shelter, emergency healthcare, sanitation and hygiene, and critical nutrition services. The Bureau for Humanitarian Assistance West Africa Regional Office (BHA/WARO) in Dakar is part of the USAID/Senegal mission and BHA. The office provides technical support services to 20 client missions throughout the region, supports six BHA country teams in Burkina Faso, Cameroon, Chad, Mali, Niger, and Nigeria, and directly manages programs in non-presence or limited-presence countries. The regional office supports BHA's response to ongoing complex crises and sudden-onset emergencies, and strengthens readiness and regional resilience.

To monitor, coordinate and improve the effectiveness and efficiency of the assistance provided under BHA programs in West Africa, USAID requires the services of a USAID Project Management Specialist (Humanitarian Response) based in Dakar, Senegal. The position is based in USAID's West Africa Regional Office in Dakar, but it is expected that approximately 40 percent of the incumbent's time will be spent traveling in support of humanitarian responses within the West Africa Region and as needed for global emergency responses. The incumbent will provide technical assistance to USAID/BHA offices across West Africa by contributing to the management and oversight of projects within the BHA portfolio. S/he is responsible for monitoring and reporting on BHA programs across West Africa in order to inform decision makers in USAID, the BHA West Africa Regional Office, and BHA/Washington so that they can ensure effective management and targeting of BHA resources. The incumbent will monitor the effectiveness and quality of implementation of BHA activities in West Africa. The incumbent will work under the direction of the BHA/West Africa Regional Director or his/her designee. This position requires regular coordination with other BHA 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.

The job holder is required to perform work-related travel.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Program Management (60%)

- Reviews Non-Government Organization (NGOs) and Public International Organizations, such as the World Food Program (WFP), work-plans and program (development and emergency) modifications on new appeals or revisions to ongoing ones. Review progress reports and identify key program issues that need to be addressed.
- 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.
- Drafts factual and analytical reports on all field monitoring trips, assessments, etc. Provides technical advice to the BHA West Africa Regional Office team, BHA /Washington, and BHA country teams as necessary.

- Contributes to, in collaboration with BHA colleagues in country offices throughout the region, 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 approximately 40 percent of time in the field, often in austere conditions, collecting data on the implementation of nutrition activities and other aspects of BHA programs.
- Represents USAID/BHA 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 BHA's food security and resilience programs. All representation is performed in line with the overall direction of the BHA/West Africa Regional office and specific country teams.
- Promote optimal information exchange and coordination across BHA and SRO for resilience related activities and in the region.
- Responsible for ensuring consistent BHA program management (quality, use of M&E plans, site visit/monitoring tracking, and other critical planning and documentation requirements).

#### **BHA Roving Humanitarian Response Support (40%)**

- Serve on temporary detail in planning or program positions on BHA teams within the West Africa region.
- Sign up for and serve as needed on Disaster Assistance Response Teams (DARTs) deployed in response to disasters worldwide.
- As needed, may serve on temporary detail within BHA/WARO to meet operational needs during staff shortages, not to exceed six months. Duties performed while on detail will be aligned with the Team's existing duties and responsibilities and will be directly related to the scope of work provided.

**Supervision Received:** The incumbent is supervised by the BHA/West Africa Regional Office Deputy 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 current supervisory responsibilities.

#### **PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of bachelor's degree in a pertinent field (e.g., agriculture, economics, international development, public health, social sciences) is required.
- b. **Prior Work Experience:**
  - A minimum of six (6) years of progressively responsible experience in humanitarian assistance and/or international development programs
  - Experience related to disaster response and humanitarian programming in complex settings and in more than one country (either through several short-term assignments or long-term residential postings), is required.
  - Demonstrated analytical skills in multi-sector humanitarian programming.
  - Past experience working with donor-funded programs, INGOs and/or local NGOs in the humanitarian and/or development sectors.
- c. **Post Entry Training:** Short term training to learn USAID, including BHA, regulations and procedures will be offered to the incumbent.

**CCN PSCs may participate in temporary duty (TDY) travel to USAID/Washington and other Missions in order to participate in the Foreign Service National Fellowship Program described in ADS**

- a. **Language Proficiency**
  - English level 4 is required
  - French fluency level 4 required
  - Proven capacity to communicate effectively both orally and in writing in French and English
- b. **Job Knowledge**

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

- Knowledge on West Africa country programs and strategies in food security, and health and nutrition.
- 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.
- 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 emergency and development food assistance portfolios.
- A sound understanding of the elements of food needs assessments and/or humanitarian needs assessments.
- Understand how to formulate program objectives and approaches, monitoring and evaluation procedures, and information systems for humanitarian assistance programs.
- A clear understanding of humanitarian assistance programming implementation gained

through past work experience with (UN or NGO) humanitarian organizations in West Africa.

- An understanding of the interrelationships of social, economic, and political factors in West Africa and their bearing on problems of food security, including a working understanding of how donor emergency resources are programmed to meet emergency requirements.
- An understanding of humanitarian assistance in food and non-food related sectors.
- Substantial experience in monitoring humanitarian assistance projects, including emergency food assistance.

**c. Skills and Abilities:**

The incumbent must have:

- Strong working knowledge of MS Word, MS Excel, and MS PowerPoint.
- 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 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 food security interventions.
- A high degree of flexibility.
- 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. Candidates will be tested on English writing skills and relevant technical skills. 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**

#### Selection Factors

Total Possible Points: 100 points

1. Education - Pass/Fail
2. Prior Work Experience - 40 points
3. Language Proficiency - 10 points
4. Job Knowledge - 25 points
5. Skills and Abilities - 25 points

#### **Total of 100 points**

*USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.*

## **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 3 and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) **with the following email subject line: [name of applicant] Solicitation 72068524R10008 USAID Project Management Specialist (Humanitarian Response).**

Qualified applicants are required to submit the following six (6) items in separate email attachments in one email submission:

1. **Cover letter:** The cover letter should contain an overview of the applicant's qualifications and **must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills, and ability, listed above in the section entitled Evaluation and Selection Factors.** The filename should be: Cover letter [name of applicant] Solicitation 72068524R10008.
2. **Current résumé/curriculum vitae (CV).** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] Solicitation 72068524R10008.
3. Applicants are required to provide **no less than five (5) references** who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] Solicitation 72068524R10008.

4. Offeror Information for Personal Services Contracts **form AID 309-2** which can be found at <https://www.usaid.gov/forms/aid-309-2> or [https://sn.usembassy.gov/wp-content/uploads/sites/209/AID\\_FORM\\_309-2.pdf](https://sn.usembassy.gov/wp-content/uploads/sites/209/AID_FORM_309-2.pdf) . Offerors are required to **complete and sign the form**.
5. Copies of relevant **academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application** should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] Solicitation 72068524R10008.
6. A copy of National ID Card.

Offers must be received by **April 28, 2024** and submitted to [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov).

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.**

***NOTE:** This position requires the submission of complete forms and/or supplemental materials as described above. Failure to provide the required information and/or materials will result in the applicant not being considered for employment.*

#### **V. LIST OF REQUIRED FORMS PRIOR TO AWARD**

1. The Contracting Officer (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; Medical insurance, and Supplementary pension plan

Allowances: Transportation; Meal; Miscellaneous; and Seniority.

#### **VII. TAXES**

In accordance with Mission policy and Senegalese 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/ads/policy/300/aidar>.
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	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - 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_
1001	<b>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert 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>
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/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).
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](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>JUN 2023</i>
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**Please note that only shortlisted applicants will be contacted to participate in the oral interview process.**