



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068524R10009

ISSUANCE DATE: March 25, 2024 **CLOSING**

DATE: April 15, 2024

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,

Rodney Stubina, PhD
Supervisory Regional Executive Officer
USAID/Senegal

I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068524R10009
2. **ISSUANCE DATE:** March 25, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 15, 2024 – 11:59 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, email at Usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Nutrition)

MARKET VALUE: From FCFA 25,250,673 to FCFA 39,098,265 equivalent to grade FSN-10 (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 June 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 June 1, 2024, to May 31, 2025
Option Period 1:	o/a June 1 1, 2025, to May 1, 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 Project Management Specialist – Nutrition (the "Specialist") will provide programmatic and technical guidance in nutrition. The jobholder will serve as an Agreement Officer's Representative/Contract Officer's

Representative (AOR/COR), Alternate AOR/COR or Activity Manager and provide oversight and direction to programs conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The jobholder will work collaboratively with other staff in the Health Office, other offices in the Mission, cooperating country officials in the Ministry of Health and/or other relevant Ministries, and other development partners and donor agencies to support a coordinated, strategic approach to nutrition programming.

The Specialist is a key member of the Health Population and Nutrition (HPN) Office. The jobholder reports to the Technical Deputy Director and has no formal supervisory responsibility.

MAJOR DUTIES AND RESPONSIBILITIES

Program Management

Technical Guidance and Program Planning

- Provide technical guidance on nutrition to the Mission, the cooperating country government, and other development partners
- Provide technical guidance in quality and performance improvement, working with key stakeholders to improve the quality of nutrition services, by applying evidence-based guidelines, approaches, and tools.
- Through literature review, research and regular communication with local and international stakeholders, stay abreast of emerging developments in the national and global nutrition landscape, and advise accordingly on how policies, strategies, and technical guidelines can most effectively be incorporated to enable the Mission to maintain fidelity and relevance in its nutrition programs.
- Provide technical guidance to technical counterparts in Ministry of Health, other relevant ministries, and to other national stakeholders to advance USAID and USG strategic objectives related to nutrition interventions, including implementation of the USAID Multi-Sectoral Nutrition Strategy.
- Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based and that services are transparent, equitable, of high quality and responsive to client needs; that partners practice sound management and robust accounting; and that local partners are prepared to assume and sustain leadership.
- Work closely with other staff in the Health Office and across the Mission to optimize opportunities for cross-sectoral integration and leveraging of resources across the different program components.
- Effectively communicate and demonstrate technical expertise in interagency technical working groups to ensure USAID strategic priorities are represented, including participation in routine interagency technical discussions.

Project Management

- Serve as Contracting or Agreement Officer's Representative (COR/AOR) or Activity Manager for the Mission's nutrition activities, including: reviewing and approving annual implementing partners (IPs) work plans, facilitating IP relationships and coordinating with local stakeholders (e.g. other IPs, cooperating country-government counterparts, non-governmental organizations, other donors, etc.); maintaining a schedule for and conducting regular site visits to review program implementation and meet with beneficiaries, and based on the information collected during such visits, adjusting or recommending adjustments to programs/projects/activities as appropriate; overseeing IP compliance with bilateral government agreements, and with performance expectations; ensuring IPs are in

compliance with all relevant USAID regulations and procedures, communicating regularly with IPs regarding USAID rules and regulations as well as their obligations to USAID and, taking a lead role in the preparation of the

- strategic and operational planning processes such as the USAID Country Development Cooperation Strategy and USAID Operational Plan. Keep the Team Lead regularly informed of program implementation progress, results, and issues/problems on a timely basis.
- Participate in the design of project mechanisms and activities for improved service delivery and enabling environment for nutrition, including drafting and obtaining approval for concept papers, scopes of work, evaluation of proposals/applications, and activity start-up.
- Participate in and ensure the effectiveness of site and other field visits to ensure successful activity implementation and ensure that sub-partners (sub-awards and sub-contracts) are given appropriate monitoring and oversight.

Project Monitoring and Evaluation

- In collaboration with Monitoring, Evaluation and Learning staff participate in the development of innovative monitoring and evaluation approaches and tools to support measuring the impact and outcomes of nutrition activities.
- Contribute to data quality assessments to ensure the quality and reliability of program data.
- Participate in site visits to USAID supported programs to assess the quality of services, provide guidance to implementing partners on newly emerging approaches to nutrition.
- Monitor project activities and make recommendations to resolve implementation obstacles to ensure judicious use of USG funds and effective implementation of nutrition interventions.
- Contribute to and participate in nutrition related program evaluations to document and scaling up proven best practices.

Representation and Reporting

- Contribute to key annual and mid-term planning and reporting documents including the Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports, among others.
- Prepare reports and responses to a wide range of requirements including responding to requests for information from the Mission Director, the Embassy, USAID/Washington and Congress.
- Ensure that USAID successes, best practices and approaches are shared widely with partner country officials, private sector, civil society and other donors.
- Represent USAID as needed at designated national, regional and international meetings that relate to nutrition.
- Prepare briefing papers, presentations and assist with site preparations for visits by delegations from USAID Headquarters (HQ), Department of State, other agencies and Congress.

Supervision Received: Works under the general supervision of the Technical Deputy Director. Assignments are made orally and in writing, with a discussion of overall objectives and expected results to be achieved. The supervisor assigns specific tasks, provides suggested approaches to consider and reviews completed reports and assignments. Achievements are regularly reviewed, and feedback provided.

Supervision Exercised: Continuing supervision of other Health Office and/or Mission staff is not contemplated.

PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's Degree in Medicine, Public Health, Health, Nutrition, Social Work, International Development, Social or Behavioral Sciences, Epidemiology, Pharmacy, Biology, Infectious Diseases, or related field.
- b. **Prior Work Experience:**
 - At least three (3) years of progressively responsible, professional experience in nutrition. Of that experience, at least one (1) year with the USG, other multi-lateral or bi-lateral organizations, and/or NGOs.
 - Increasingly responsible experience in the design, implementation, monitoring and evaluation of nutrition initiatives in developing countries and/or in generalized epidemics.
 - Experience in analyzing nutrition data and translating data into practice.
- c. **Post Entry Training:** On-the-job training will be provided related to USG, USAID and PEPFAR specific procedures, regulations, and methods. Formal AOR/COR training may be required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.

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 495maa.

- a. **Language Proficiency:** Level IV fluency in English and in the appropriate host-country business language, both written and spoken, is required. Language competence may be tested.
- b. **Job Knowledge**
 - Demonstrated understanding of state-of-the-art nutrition interventions and the current priorities at national and global level.
 - Demonstrated knowledge of the country's development and nutrition program dynamics, particularly the social, economic, and cultural determinants and implications of the nutrition interventions in the cooperating country.
 - Demonstrated knowledge of US regulations related to nutrition programming.

c. Skills and Abilities:

The incumbent must have:

- Ability to present information, analyses, and recommendations in clear written and oral formats.
 - Ability to independently conceive, plan, organize, manage, and evaluate important, diverse and complex work.
 - projects, to drive high-level performance and outcomes of USAID nutrition programs.
 - Demonstrated ability to apply policy directives to activity design, implementation and monitoring and evaluation.
 - Excellent analytical, technical and project management skills to review and provide substantive feedback on concept papers, proposals, program descriptions/scopes of work, performance reports, and other technical and programmatic documents.
 - Ability to respond professionally and adjust in fluid situations in order to meet deadlines in the face of competing priorities and time pressures.
 - Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, in a culturally diverse environment, accepting divergent points of view and help find consensus to achieve team goals.
 - Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new programs quickly.
- Ability to travel to regions and districts within the host country, up to 20% of the time.

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

- 1. Education: Pass/Fail**
- 2. Work Experience: 30 points**
- 3. Knowledge: 20 points**
- 4. Skills and Abilities: 40 points**
- 5. Language: 10 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 xx and submitted electronically to: usaiddakar-hr@usaid.gov **with the following email subject line: [name of applicant] Solicitation 72068524R10009 USAID Project Management Specialist (Nutrition) .**

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 72068524R10009.
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 72068524R10009.
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 72068524R10009.
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 . 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 72068524R10009.
6. A copy of National ID Card.

Offers must be received by **April 15, 2024** and submitted to 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	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE	AMOUNT (F)

(A)				(E)	
0001	Base Period - 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_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - 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.
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	JUN 2023
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Please note that only shortlisted applicants will be contacted to participate in the oral interview process.