



USAID | **NIGER**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068324R00002
ISSUANCE DATE: March 27, 2024
CLOSING DATE/TIME: April 26, 2024- 11:59 p.m. (GMT)

SUBJECT: Solicitation for a U.S./Third Country National Personal Service Contractor (US/TCN PSC) Deputy Program Office Director (GS- 13/14) for USAID/Niger

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from U.S. citizens qualified to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** 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,

Anne Martin
Executive Officer
USAID Niger

I. **GENERAL INFORMATION**

- 1. **SOLICITATION NO.:** 72068324R00002
- 2. **ISSUANCE DATE:** March 27, 2024
- 3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 26, 2024 - 11:59 p.m. (GMT)
- 4. **POINT OF CONTACT:** usaidniamey-hr@usaid.gov
- 5. **POSITION TITLE:** Deputy Program Office Director
- 6. **MARKET VALUE:** GS-13 (\$88,520 – \$115,079) / GS-14 (\$104,604 – \$135,987) *per annum*

(Final compensation will be negotiated within the listed market value.)

7. PLACE OF PERFORMANCE: Niamey, Niger with possible domestic and international travel up to 20 percent of the time as stated in the Statement of Duties. The contractor may be authorized to telework or remote work only from a location within the country of performance, in accordance with Mission policy. Telework or remote work from outside the country of performance may only be authorized in certain situations in accordance with the terms and conditions of the contract.

8. PERIOD OF PERFORMANCE: The base period is for two years, estimated to start on or about June 2024 or as soon as possible. The Contracting Officer may exercise three one-year extensions, in accordance with a continuing need on the part of the Agency, the continued availability of funds and the appropriate quality of performance, for dates estimated as follows:

Base period	June 2024 - June 2026 (two years)
Option period 1	June 2026 - June 2027 (one year)
Option period 2	June 2027 - June 2028 (one year)
Option period 3	June 2028 - June 2029 (one year)

9. ELIGIBLE OFFERORS: United States (U.S.) citizen – offshore or resident in Niger or Third Country Nationals offshore or resident in Niger. Order of preference will be U.S. citizens followed by Third Country Nationals.

Hiring Preference: In order of preference, U.S. Nationals (U.S. Citizens and permanent legal residents) offers will be evaluated first. Only when it is determined that there are no qualified U.S. Nationals (U.S. Citizens and permanent legal residents) will the offers from Third Country Nationals be considered. *Reference ADS 309.3.1.10 and 309.3.1.4.*

10. SECURITY LEVEL REQUIRED: The successful offeror must obtain a U.S. Government Secret Clearance for U.S. citizens and a Facilities Access for Third Country Nationals.

11. STATEMENT OF DUTIES:

Background

USAID/Niger is implementing an ambitious cross-sectoral Country Development Cooperation Strategy (CDCS), composed of integrated development, humanitarian, and peace programs. The Deputy Program Office Director has extensive experience that covers the full range of support of Program Office functions. They will support the Supervisory Program Officer (SPO) and work closely with the Mission Director on key Mission issues. They will provide expert advice on all program office functions including strategic planning, project design, monitoring and evaluation, budgeting, and reporting, as well as the Mission's knowledge management, and learning agenda. The incumbent provides strategic leadership on Mission efforts in Development Outreach and Communications (DOC). The incumbent also provides advice and counsel to the SPO, the Mission Director, Technical Offices, USAID staff, and inter-agency staff at Post as needed. The incumbent establishes and maintains professional working relationships with government agencies, local businesses, key implementing partners, implementing partners, and local leaders.

Major Roles and Responsibilities

The Deputy Program Officer is responsible for assisting with the implementation of the CDCS, policy formulation and execution, performance reporting, programming/budgeting of resources, coordination with other donors and U.S. government agencies, and public communications and outreach. Program Officers are responsible for successfully implementing the USAID Program Cycle (<https://www.usaid.gov/sites/default/files/documents/201.pdf>). The Program Cycle is USAID's operational model for planning, delivering, assessing, and adapting development programming in a given region or country to advance U.S. foreign policy.

A. Program Office Core Functions

40% OF TIME

- Provide leadership and clear, organized guidance across the program office to ensure effective completion of Agency and/or Mission program cycle deliverables including but not limited to standard processes, program cycle tasks, or last-minute information requests that may cut across the program cycle (strategy, budget, planning, monitoring evaluation and learning, VIP briefers, etc.) with short turnaround times.
- Effectively prioritize, and contribute directly to the achievement of Program Office work efforts, which includes program analysis as well as strategic program planning, budget projections, and support for monitoring, evaluation, and outreach activities
- Provide general program-related services and advice to the SPO, Mission's technical offices, the Mission Director, and other USG representatives on all aspects of USAID programming in Niger.
- Advise on the implementation of the learning aspects of USAID Program Cycle guidance, including program performance management and monitoring and evaluation.

- Provide leadership for the Mission’s DOC responsibilities, including supervising a DOC PSC and working with State Department’s Public Diplomacy Section for events management, briefings, social media, press, etc.
- In close collaboration with the SPO and the Mission Director, support the planning and facilitation of the monthly Implementing Partner meetings, including quarterly in-person meetings, and other ad hoc meetings, including with Government of Niger counterparts.
- Establish and maintain professional working relationships with local government agencies, local businesses, key implementing partners, and local leaders.
- The Deputy Program Office Director serves as the alter-ego of the SPO, serves as Acting Office Director during absences of the incumbent, and shares supervision of the Program Office with the SPO.
- Serve as the Activity Manager or Agreement Officer’s Representative/Contract Officer’s Representative (AOR/COR) for one or more activities managed by the Program Office. This currently includes the Sahel Collaboration and Communication cooperative agreement and the Monitoring, Reporting, and Capacity Strengthening contract. Currently, the AOR/CORs of these awards are based in the USAID/Senegal Sahel Regional Office's Program Office and report to Niamey but will be shifted to USAID/Niger depending on the timing of AOR/COR certification.
- Provide technical expertise and oversight, strategic leadership, and activity management support/mentoring/guidance and recommendations to management regarding USAID monitoring, evaluation, and learning across all sectors.
- Guide the Program Office and technical offices on research design and methodologies, applied research studies, impact assessments, knowledge capture and sharing, and the application of learning to program and project design and management.
- The USAID/Niger Program Office has a lead role in advising, monitoring, and promoting gender integration and inclusive development throughout all Mission programs and processes. The Program Office, in coordination with technical teams, leads the completion of mandatory gender and social inclusion analyses, and ensures that findings are integrated throughout the program cycle in the following processes and documents or their equivalent.
- The Program Office, in coordination with technical teams, facilitates the review of all project and activity documentation to ensure that all Agency and Mission gender equality guidance and regulations related to development of new projects and activities, are followed. The Program Office ensures reporting on gender equality, women’s empowerment, and inclusive development in annual operational plans (OPs), and performance plans and reports (PPRs), and other required reporting.
- The Program Office ensures that Portfolio Reviews include discussion of how projects and activities contribute toward the Agency-level outcomes in the Gender Policy.

B. Portfolio Planning Management

30% OF TIME

- Manage the implementation of the Country Development Cooperation Strategy, coordinate with the Embassy on the Integrated Country Strategy, and participate in the development of interagency foreign assistance plans, budgets, and reports, including Congressional Budget Justifications, Operational Plans, and Performance Plan Reports
- Support the USAID/Niger Mission strategic planning efforts, including advising the Mission on strategic direction based on Agency guidance and processes as well as program portfolio performance and context.
- Help ensure the coordination of programs, policies, objectives, and priorities as they pertain to the ongoing implementation of the portfolio.
- In coordination with the budget analyst, conduct administrative and financial analyses, participate in quarterly financial reviews for necessary reprogramming and incremental funding requirements, develop and track budget preparation, and other budget requirements for the USAID/Niger portfolio.
- In close collaboration with the Office of Acquisition and Assistance (A&A), advise and assist technical staff in procurement and obligation planning so that announcements on the A&A Business Forecast and the obligation of funds are made in a timely manner.
- Work with the Program Office and USAID/Niger's senior leadership team to implement an effective, Mission-wide strategic level Performance Management Plan (PMP) and tracking of project design and procurement timelines.
- Support the preparation and management of portfolio reviews, both within the Mission and with the Government of Niger.
- Oversee the review unsolicited proposals process, including the circulation of unsolicited proposals among the Mission staff for feedback, and their preparation and release of associated correspondence.
- Supervise/Work with the Mission's technical teams to ensure all of USAID/ Niger's portfolios actively integrate gender equality, women's empowerment, and inclusive development principles and practices across the Program Cycle.

C. Reporting

30% OF TIME

- Assist with, or be delegated to lead, completion of annual reporting requirements and provide quality checks on various documents and processes such as the Performance Plan and Report, Operational Plan, Mission Resource Request, and other reporting documentation.
- Prepare/clear briefing papers, notes, and presentations on the USAID/Niger portfolio.
- Contribute to development of and quality control for all mission reports, including portfolio reviews, quarterly financial reviews, risk analyses, etc.
- Help ensure quality of and compliance with Agency regulations and guidance.

- Work with the Mission’s technical teams to ensure gender equality equities are incorporated into internal and external Mission communications, in addition to meeting gender equality reporting requirements.

Position Elements

Supervisory Relationship: The Deputy Program Office Director will be supervised by the Supervisory Program Officer. The incumbent must function with substantial independence, with minimal supervision and mentoring. The incumbent will work collaboratively with Office Directors and Deputy Office Directors within USAID/Niger.

The Deputy Program Office Director’s performance will be evaluated for the effectiveness with which the primary duties in this statement of work are carried out; and the extent and quality of completion of annual work objectives established with the supervisor.

Supervisory Control: The incumbent will advise in his/her area of responsibility several other Program Office staff as needed including U.S. Direct Hires, Foreign Service Nationals, and US/TCN PSCs. The incumbent will serve as Deputy Program Office Director and serve as Acting Supervisory Program Officer when needed. The incumbent will share in Program Office supervisory responsibilities as determined in consultation with the SPO.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education

GS-13: Minimum of a bachelor’s degree required with study in, or pertinent to, the specialized field, including, but not limited to, international relations, development studies, economics, African studies, public administration or a related field or country plus seven (7) years of progressively demonstrated development experience, at least five (5) of which must be in programming and management of development projects, including three (3) years of overseas experience outside of your home country.

OR

GS-14: Master’s degree with study in, or pertinent to, the specialized field (including, but not limited to, international relations, development studies, economics, African studies, or a related field or country) plus seven (7) years of progressively demonstrated development experience, at least five (5) of which must be in programming and management of development projects, including four (4) years of overseas experience outside of your home country.

Experience

Professional work directly related to strategic planning for the discipline of international development or international humanitarian assistance, including strategic analysis and utilization of results frameworks; design and management of country or community development and humanitarian assistance projects, including supporting studies; competency in analyses of Agency policy and familiarity with USAID program management; budgeting of country or community assistance resources; coordination and engagement with other donors (country,

private sector, non-profit, international multilateral organizations, and others) and external partners (nongovernmental organizations; communities; private sector; local, regional, and national governments, and others); monitoring and evaluation, including the application of learning; public communications; and gathering and analyzing information and data for performance reporting, programming, and performance-based budgeting. Preferred work experience includes experience or familiarity with gender analysis, gender sensitive activity design, and gender-sensitive MEL.

Teamwork and Interpersonal Skills

Demonstrated ability to work well as a member of a high performing technical team.

Demonstrated ability to lead a mixed group of experts to consensus on significant next steps for protecting the well-being of others.

Demonstrated ability to successfully work in a multicultural environment and support and practice the principles diversity, equality, inclusion and access.

Must possess sound judgment, diplomacy skills, and tact.

Demonstrated ability to analyze, evaluate, and assimilate complex, multi-sectoral information.

Demonstrated program management skills.

Ability to quickly learn and apply USAID roles, functions, and administrative requirements.

Ability to take up interchangeable roles, prioritize and multitask.

Ability to problem-solve challenging situations, as well as sound judgment to know when to engage others to resolve issues.

Language Communication & Computer Skills

Excellent written and oral communications skills.

Must communicate effectively and concisely, through oral presentations, briefings, reports, and correspondence to a variety of technical and non-technical audiences.

Competence in MS Office software programs, as well as general computer and internet skills.

Ability to file and maintain accurate records.

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. FAR provisions of this solicitation are available at <https://www.acquisition.gov/browse/index/far>.

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.

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 will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview.

Applicants meeting the required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

Evaluation factors

1. PRIOR WORK EXPERIENCE (30 points in total):

Five to seven years of progressively responsible professional or program experience in managing development programs, with multilateral and bilateral donors, NGOs, and/or government. Experience with donor agency/mission organization, procedures, and operations systems (e.g., development approaches; procedures for programming funds, defining objectives, and monitoring results; and procedures for awarding grants and contracts). At least eight years' direct USAID/international organization experience in an affiliated capacity. Experience integrating gender equality, women's empowerment, and/or inclusive development principles and practices into activity design, implementation, and/or monitoring.

2. JOB KNOWLEDGE (30 points in total):

The position requires demonstrated ability in strategic planning, technical and socio-economic analysis (including gender analysis), and budget preparation and reporting skills. Considerable confidence, sensitivity, poise, and maturity are mandatory as the applicant may represent USAID in meetings with mid to senior level officials and with private sector and donor partners.

Knowledge of the objectives and operations of the USG and USAID or program activities of other international donors or non-governmental organizations in West Africa and a strong understanding of the West African context. Experience in Niger is a plus.

3. SKILLS AND ABILITIES (30 points in total):

Strong analytical, management and organizational skills are required.

The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills.

Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are

required. Familiarity with Microsoft Access and PowerPoint.

4. LANGUAGE PROFICIENCY (10 points in total):

Level IV English; excellent (FSI 3:3) French language verbal and reading communication skills are required.

5. EDUCATION (Pass/Fail):

Offerors without a relevant degree will not be considered for award or proceed forward in the evaluation process.

Relevant master’s degree is strongly preferred in an international development-related field, including international development, public policy, international relations, economics, law, anthropology, and others.

Total Possible Points: 100

Prior Work Experience:	30 points
Job Knowledge:	30 points
Skills and Abilities:	30 points
Language Proficiency:	10 points
Education:	Pass/Fail

Total Possible Points: 100

Evaluation Factor Total – 100 points, and Pass/Fail for Education and Satisfactory Professional Reference Checks

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: usaidniamey-hr@usaid.gov **with the Solicitation number in the application submission.**

Qualified applicants are required to submit:

1. **A Cover letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing selection criteria.
2. Applicants are required to provide a minimum of **five (5) references** within the last ten (10) years from the applicant's professional life namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the

applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

3. Offeror Information for Personal Services Contracts form **AID 309-2**. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc. **Offerors are required to complete and sign the AID 309-2 form.**

USPSCs/TCNPSCs performing overseas must follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

PLEASE NOTE THAT INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Fingerprint Card (FD-258)
4. Declaration for Federal Employment (OF-306)

VI. BENEFITS

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

A. BENEFITS:

- a. Employer's FICA Contribution
- b. Contribution toward Health & Life Insurance
- c. Pay Comparability Adjustment
- d. Annual Increase (pending a satisfactory performance evaluation)
- e. Eligibility for Worker's Compensation
- f. Leave and Holidays

B. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

For USPSCs

- (a) Temporary Quarters Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)

- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600), and
- (j) Danger Pay Allowance (Section 650)

For Resident Hire US or TCNPSCs

If a TCN or Resident Hire USPSC is selected for this position the benefits will be adjusted as per Mission and AIDAR policy.

VII. TAXES

USPSC are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes. TCNPSCs are subject to an individual's country tax laws and should follow tax requirements of their country of origin.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

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>.

3. Acquisition and 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/OGES%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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

END OF SOLICITATION