



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72067524R10005

ISSUANCE DATE: April 18, 2024

CLOSING DATE/TIME: May 02, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Local Compensation Plan) - Project Management Specialist (Democracy, Human Rights & Governance) - INTERNAL CANDIDATES (USG) ONLY

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including women and 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,

Debbie Jackson
Contracting Officer

UNITED STATES ADDRESS:
USAID/GUINEA, Department of State
2110 Conakry Place, Washington DC 20521-2110
United States

INTERNATIONAL ADDRESS:
USAID/GUINEA, B.P. 603, c/o American Embassy
Transversale no. 2, Centre Administratif de Koloma
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72067524R10005**
- 2. ISSUANCE DATE: April 18, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: May 2, 2024**
- 4. POINT OF CONTACT: HR Team at conakrypscjobs@usaid.gov**
- 5. POSITION TITLE: Project Management Specialist (Democracy, Human Rights & Governance)**
- 6. MARKET VALUE: 324,672,733 - 487,009,089 GNF** per annum equivalent to **FSN-10** In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy/Guinea. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Exact period of performance will be determined upon receipt of security/medical clearances. The base period will be one year. Based on Agency need, continued needs for services, funds availability and satisfactory performance, the Contracting Officer may exercise four (4) additional option periods.
- 8. PLACE OF PERFORMANCE: Conakry, Guinea.**
With possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** Cooperating Country Nationals (CCN) working for the US Government in Guinea (USG Local Staff). CCN 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.

11. STATEMENT OF DUTIES**Basic Function of the Position:**

The USAID Democracy, Human Rights and Governance (DRG) Project Management Specialist will support the DRG team and portfolio, serving as the focal point for DRG activities' Monitoring, Evaluation and Learning (MEL), and the DRG point of contact for Gender and Social Inclusion. They will aid in planning, implementation, and monitoring of DRG activities to ensure they meet the Mission's development objectives and are both aligned and in compliance with Agency policies and practices on gender and inclusion. The incumbent will provide technical support on indicator development and tracking, monitoring for results, and gathering DRG data for key issues reporting and portfolio/performance reporting. They will serve as Contracts/Agreements Officer Representative (COR/AOR) or Activity Manager (AM) for assigned activities. The incumbent will also provide programmatic and technical MEL support, and assist in the development and management of DRG-related activities, ensuring that activities

are inclusive and gender sensitive. The jobholder will work collaboratively with the Mission MEL, other staff in the DRG Office and other offices in the Mission to advance the DRG outcomes, objectives, and results through DRG and cross cutting indicators. They will also collaborate with the DRG-related ministries, civil society, and other development partners to support a coordinated, strategic approach to various DRG-related objectives and results. The jobholder will support the planning of new activity design; assist the project design teams in drafting acquisition and assistance-related documents; develop project financial documents, revisions, and/or amendments; generate reports on the status of project activities, develop quarterly accrual of expenditures, and status reports. They will also review project expense vouchers for completeness and accuracy.

The position is located in the USAID Office of DRG. The incumbent reports to the DRG Senior Project Management Specialist and has no supervisory responsibility.

Major Duties and Responsibilities:

1. Project Monitoring, Evaluation and Reporting – 40%

- Analyze and interpret DRG indicators and data in collaboration with the Mission MEL staff to generate key results and trends to aid the Mission in maintaining a nimble program with proven achievement across DRG indicators.
- Collect, monitor, and interpret performance data to strengthen project activities. Prepare status reports, and provide information on progress in achieving outputs, objectives, and results for office activities.
- Identify and/or participate in addressing problems encountered in the implementation process, and recommend corrective actions in consultation with CORs/AORs/other Activity Managers.
- Contribute to data quality assessments to ensure the quality and reliability of program data.
- Monitor project activities, including through site visits to DRG supported activities to assess the activity implementation, gauge beneficiaries' satisfaction, discuss with other partners in the field, report on findings and make recommendations to resolve implementation obstacles and ensure judicious use of USG funds and effective implementation.
- Contribute to and participate in DRG-related program evaluations, assessments, gender analyses, and surveys to document and scale up proven best practices.
- Assist the DRG Office in gathering data and key issues for the Mission portfolio reviews and program performance reporting.
- Monitor DRG indicator tracking sheets for activities in collaboration with Mission MEL and IP's MEL staff.
- Monitor and report on implementing partners' gender sensitivity and social inclusion in activity implementation.
- Assist the DRG office in gathering information in preparation of reports and responses to a wide range of requirements including responding to requests for information from USAID/Washington, the U.S. Congress, and U.S. Embassy.
- Assist the DRG Office in preparing briefing materials, presentations, remarks.
- Assist the DRG office with site visit preparations including for visits by delegations of

high-level USG officials.

- Monitoring and reporting on developments of implementing partners; monitor and analyze reports, prepare written analyses, evaluate pertinent issues, and provide information to staff within and outside the DRG Office.

Project Design and Management – 20%

- Serve as an AOR/COR, Alternate or Activity Manager on designated DRG activities.
- Work with IPs to develop strategic work plans with realistic and measurable targets to support effective implementation of the Mission's DRG activities.
- Review and approve annual work plans, monitoring and evaluation plans, quarterly reports and other key documents of assigned projects. Monitor program resources allocated for DRG activities to ensure that they are being used rationally and that there are no cost overruns.
- Ensure quality of DRG activities by monitoring compliance to national and international guidelines, approaches and tools and provision of supportive supervisions to IPs.
- Provide technical and organizational development guidance to local organizations entailing transfer of knowledge and skills in DRG programming, implementation, monitoring and reporting, and quality improvement.
- Participate in project design for new activities, including drafting and obtaining approval for concept papers, writing scopes of work, evaluating applications/proposals, and starting up new projects.
- Support the design team in providing inputs on gender analysis and inclusion of women, youth, and marginalized population in the new designs.
- Work closely with the Office of Acquisition and Assistance (OAA) to manage activity close out processes.

Technical Support and Program Planning – 25%

- Provide technical assistance on a broad range of DRG-related interventions, including providing support in the design, implementation, monitoring and evaluation of DRG activities.
- Provide support in DRG activities' quality and performance improvement, by applying evidence-based guidelines, approaches, and tools.
- Through literature review, research and communication with local and international stakeholders, the incumbent should stay abreast of emerging developments in the national DRG landscape, and support the team to incorporate policies, strategies, and technical guidelines to enable the Mission to maintain fidelity and relevance in its DRG programs.
- Provide on-going technical assistance to USAID local partners to ensure that activities are evidence-based. Work closely with other staff in the DRG team and across the Mission to optimize opportunities for cross-sectoral integration.
- Participate in routine interagency technical discussions, presenting relevant sections of the DRG performance reviews, and strategic planning meetings and report to the team.
- Ensure that the required audits, reports, evaluations and close-out actions are completed.
- Participate in technical evaluation committees, analyzing applications and evaluating offeror's proposals to develop recommendations on the selection of applicants or

institutions based on their suitability and responsiveness of their proposed technical intervention, and their ability to successfully implement a particular project.

- Support the DRG team in the organization of site visits, public meetings, DRG Partners gathering, and other DRG meetings in and outside the Office.
- Assist the DRG team in drafting technical documentation such as performance reports, scopes of work, briefing papers, concept papers and conduct analyses to develop strategies, monitor ongoing programs, and report on project achievements and interventions.

Representation and Administrative tasks: 15%

As required, the incumbent will represent USAID and the DRG office at designated internal and external events and meetings related to DRG, and provide readouts. The incumbent will serve as back up for administrative tasks for the DRG Office.

The contractor is eligible for temporary duty (TDY) travel to the United States, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

Supervisory Relationship:

The incumbent will work under the general and specific supervision and policy guidance of the DRG Senior Project Management Specialist.

Supervisory Controls:

None.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.

Education: Minimum of Bachelor or Graduate degree in International Relations, Public Administration, Political Science, Law, International Development, or other fields of study closely-related to democracy, human rights and governance is required.

Prior Work Experience: At least three (3) years of progressively responsible, professional experience in international development, project management and/or in DRG-related tasks, in political, administrative, laws, public policy, and public relations works in Guinea and/or other countries in the West Africa region. At least two (2) years with other multilateral or bilateral organizations, and/or NGOs working in DRG matters are required.

Language: Level 4 oral and written fluency in French and English is required. Oral fluency in one of the local Guinea languages is required. Language may be tested.

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>.

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.

1. EVALUATIONS FACTORS

After the closing date for receipt of applications, the Human Resources Office (HR) will review applications that meet the minimum qualification required for the position.

Applications from candidates that do not meet the minimum required qualifications will not be scored. Applicants who clearly meet the minimum qualifications will be further evaluated based on scoring of the below Evaluation Factors:

FACTOR 1 - Work Experience: (30 Points)

Three (3) years of progressive work experience in international development, project management and/or in DRG-related areas of programming in Guinea and/or other countries in the West Africa region is required. At least two (2) years of experience with other multilateral or bilateral organizations, and/or NGOs working in DRG matters is required.

FACTOR 2 -Language: (15 Points)

Level 4 oral and written fluency in French and English is required as well as oral fluency in a local language.

FACTOR 3 – Job Knowledge: (25 Points)

Demonstrate knowledge of democracy, human rights and governance areas of programming in international development, program implementation and monitoring, and gender and social inclusion practices. Additional technical training in the DRG areas that support job knowledge is a plus.

FACTOR 4 – Skills & Abilities: (30 Points)

Demonstrate ability to review and provide comments and feedback on work plans, monitoring, evaluation and learning plan, proposals, project descriptions, performance reports, and other technical and programmatic documents. Ability to work as a team with people at all levels, from senior officials to support staff, in a culturally diverse environment, to achieve programmatic goals. Excellent computer skills including in Microsoft Office, web-based databases, and electronic filing, including the ability to help others and to learn new skills quickly.

Total Possible Points: 100 points

2. SELECTION PROCESS

After the closing date of the solicitation, the Human Resources Office will assess which applications meet the minimum Education and Work Experience qualifications.

Applications of those who meet all minimum qualifications will be further evaluated by a Technical Evaluation Committee (TEC) based on the evaluation factors listed above.

Applicants with the highest scores will be invited for an interview.

Professional references will be conducted for selected candidates after the interview, and will be utilized as part of the TEC's recommendation process to the Contracting Officer.

Final selection will be based on the application package review, language abilities, interview results, and reference check feedback.

IV. SUBMITTING AN OFFER

1. Form **AID 309-2**. "Offeror Information for Personal Services Contracts with Individuals," available at <https://www.usaid.gov/forms/aid-309-2>. The submitted form must be signed. Un-signed application forms and any missing requested documents will not be considered;
2. **Cover Letter**: The cover letter should contain an overview of the applicant's qualifications and address the evaluation factors listed under item III "Evaluation and Selection Factors"
3. **Current resume/curriculum vitae**: The CV/resume must contain sufficient relevant information to evaluate the applications in accordance with the minimum qualifications criteria, listed above (section II).
4. **References**: Offerors are required to provide 3-5 references who are not family members or relatives. References should include at least one (1) from current or former supervisor or coworker who can provide information regarding applicant job knowledge and professional work experience.
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**.
6. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents. **SOLICITATION #72067524R10005 – Project Management Specialist (DRG)** and submit only **ONCE** via email to: conakrypsscjobs@usaid.gov by the closing date and time specified in this Solicitation.

All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in ENGLISH. Late, incomplete or unsigned applications will not be considered.

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

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit all the pre-award forms to obtain the necessary medical, security, and any other required forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a CCN PSC is normally authorized the following benefits and allowances in accordance to the Mission Policy:

- a) Miscellaneous allowances
- b) Transportation Allowance
- c) Year-end bonus
- d) Tabaski Bonus

VII. TAXES

In accordance with Mission policy.

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/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	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497]	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with

	- Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>				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 –
2001	Option Period 2 – 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 –
3001	Option Period 3 – 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 –
4001	Option Period 4 – 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>

USAID Acquisition and Assistance Policy Directives (AAPD-20-08 -Rev1): Leave and Holidays for CCNs and TCNs, available at <https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

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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EQUAL EMPLOYMENT OPPORTUNITY

The U.S. Mission in Guinea provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity, or transgender status), national origin, age, physical or mental disability, genetic information, religion, marital or parental status, veteran status, membership in an employee organization, political affiliation, or involvement in protected equal employment opportunity (EEO) activity. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION