



SOLICITATION NUMBER: 7261124R10009
ISSUANCE DATE: April 25, 2024
CLOSING DATE/TIME: May 26, 2024 at 23:59 pm (Lusaka Time)

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC Local Compensation Plan)

Dear Prospective Offerors/Applicants:

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

Offers/Applications must be in accordance with **Attachment I** of this solicitation. Incomplete or unsigned offers/applicants will not be considered. Offerors/applicants should retain copies of all offer materials for their records.

At USAID, Diversity, Equity, Inclusion, and Accessibility (DEIA) is a priority, and we are greater than the sum of our parts. When we integrate DEIA into our programs, policies, partnerships, and people (workforce), we are better able to understand and meet the needs of those we serve worldwide. We will evaluate all offerors based on the stated evaluation criteria. We encourage all individuals, including 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/applications.

Any questions must be directed in writing to the Point of Contact specified in the Attached I.

Sincerely,

/s/

Summer Tucker
Contracting Officer
USAID/Zambia

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 7261124R10009
2. **ISSUANCE DATE:** April 25, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS/APPLICATIONS:** May 26, 2024, at 23:59pm Lusaka time
4. **POINT OF CONTACT:** Human Resource Office, e-mail at exozambiahr@usaid.gov
5. **POSITION TITLE:** Private Sector Engagement Advisor
6. **NUMBER OF VACANCIES:** One (1)
7. **SALARY/MARKET VALUE:** Grade FSN-II equivalent to basic rate of ZMW 363,307.00 – ZMW 581,287.00 per year, plus other benefits in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Zambia. Final compensation will be negotiated within the listed market value.
8. **PERIOD OF PERFORMANCE:** Maximum of five (5) year's total contract duration. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to need for continued services, satisfactory job performance and availability of funds.
9. **PLACE OF PERFORMANCE:** Lusaka, Zambia with possible travel as stated in the Statement of Duties.
10. **ELIGIBLE OFFERORS/APPLICANTS:** This is a Cooperating Country National ("CCN") position. CCN means an individual who is a Zambian citizen, or a non-Zambian citizen lawfully admitted for permanent residence in the cooperating country.
11. **SECURITY LEVEL REQUIRED:** Public Trust

12. STATEMENT OF DUTIES**General Statement of Purpose of the Contract:**

The Private Sector Engagement (PSE) Advisor serves the entire USAID/Zambia Mission, providing strategic guidance and support to USAID staff, implementing partners, and interagency colleagues to strengthen meaningful collaboration with the private sector. S/he will serve as a deal originator and is expected to actively grow USAID's relationship with the private sector and leverage market-based solutions that help USAID more efficiently and sustainably achieve our strategic development objectives. Key responsibilities include mentoring, coaching, and training PSE points of contact within USAID offices, managing activities that include private sector partnerships, and evaluating the impact of USAID/private sector collaboration. The Advisor sits in the Program Office and reports to the Deputy Program Office Director.

The Scope of Work includes domestic and international travel; robust interaction with Mission-funded contractors and grantees; close collaboration with other donors and Embassy colleagues; and strategic dialogue with counterparts in the public and private sector.

Statement of Duties to be Performed:

The Advisor serves as a technical specialist to USAID/Zambia and collaborates closely in the interagency setting (i.e., the State Department, Department of Defense, Centers for Disease Control, Millenium Challenge Corporation, etc.), on PSE. The Advisor supports all sectors in the Mission's portfolio. Specific responsibilities include:

Develop and implement strategies for effective outreach and relationship building with local, regional and international private sector entities

- Identify project specific needs and/or opportunities where public-private partnerships could be leveraged to address Zambia's development challenges. This effort requires the Advisor to be well-versed with USAID's existing and planned development portfolio.

- Research and interview private sector companies, chambers of commerce, business associations, and foundations to determine common interests and opportunities for collaborative engagement.
- Identify alliance partners and develop relationships with foundations, NGOs, and other non-traditional local and international development organizations through formal and informal outreach, personal contacts, and networking.
- Identify primary entities interested in partnering with USAID/Zambia and facilitate information sharing and partnership development between potential partners and USAID/Zambia teams and projects.
- Serve as conduit for information requests and expressions of interest of potential partners that initiate contact with USAID/Zambia. Coordinate with USAID/Zambia teams to identify potential partnering opportunities.
- Develop and sustain close collaborative, professional relationships with relevant Zambian government partners, key business leaders, leaders of religious organizations, other major donors, and international organizations.
- Ensure effective coordination of USAID-funded activities with PSE components with those of other donors, local governments, and religious organizations.
- Create and manage Mission tools to guide partnership building and relationship management.
- Develop and/or apply appropriate risk assessment instruments to promote shared risk between potential partners and USAID/Zambia.
- Conduct due diligence research for proposed partners.
- Work across Mission teams to facilitate formal agreement processes.

Build the capacity of USAID staff and its partners to meaningfully collaborate with the private sector

- In coordination with USAID's PSE Hub and other relevant USAID offices, train USAID staff and partners in best practices for building and managing private sector partnerships.
- Establish relationships with USAID PSE Hub and USAID PSE Points of Contact for Africa and Southern Africa Region, USAID Implementing Partners and serve as conduit for lessons and information sharing on PSE lessons and best practices.

PSE Communication

- In coordination with the USAID/Zambia Communications Team, identify PSE communication strategy and opportunities.
- Lead content development for PSE Factsheets, brochures, newsletters, and talking points in coordination with technical teams.
- Maintain knowledge of PSE related material in reports, weekly updates, and PSE Hub to build up to date content for communication.

Program/Policy Analysis and Reporting

- Contribute to Mission strategies and project designs, advise on implementation, monitoring and evaluation of activities, and knowledge production pertaining to PSE.
- Review and help draft PSE components of required reports and updates given to USAID stakeholders and external development partners, including the Operational Plan, Performance Plan and Report, Public Private Partnership reports, portfolio reviews, annual budget, congressional presentations, briefs and talking points.
- Ensure indicators to measure impact of PSE efforts in Zambia are tracked accurately and used to revise strategy as necessary. Liaise with USAID technical staff and monitoring and evaluation experts to devise and oversee monitoring, evaluation, and learning planning for selected partnerships to ensure that data submitted on activities is complete and consistent for reporting in the annual report, portfolio reviews, annual budget, and other required reporting.
- Prepare concept papers and other relevant documents and initiate and describe project ideas and initiatives in accordance with USAID/Zambia's strategy, the current environment in Zambia, the institutional capabilities of potential partners, and purposes of potential USAID assistance.

Supervision Received: The USAID Development Program Specialist Private Sector Engagement will be supervised by the Deputy Program Office Director or designee.

Supervision Exercised: This is a non-supervisory position.

13. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A bachelor's degree or local equivalent in business, economics, international development, or public administration.
2. **Prior Relevant Work Experience:** Minimum of five (5) years professional-level experience in engaging the private sector to solve critical development problems which promote business success and broader economic growth. Experience in: 1) an international development organization or a foundation; 2) a private sector company working on issues related to development, corporate social responsibility; and, 3) business development. Proven capacity to conceptualize and develop strategies, programs and projects. Experience in performance-based management and budgeting. Experience in structuring and/or implementing public-private partnerships.

To advance to the evaluation stage, applicants must meet the minimum qualification above. Applicants who do not meet all the education and experience requirements are considered not qualified and will not receive further consideration.

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>.

Application Screening Process

After the closing date for receipt of applications, all applicants will be screened for eligibility of minimum qualifications required in *Section II, item 1 to 2*. If the application submitted fails to demonstrate minimum qualifications and/or is incomplete, the application will not be scored and will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information that demonstrates their eligibility.

Evaluation Criteria/Factors

A technical evaluation committee will be convened to review and rank applications that meet the minimum qualifications in accordance with the evaluation criteria/factors. The evaluation criteria/factors are used to determine the competitive range of qualified applicants (shortlist). Applicants must demonstrate how they meet each evaluation criteria outlined below (*Section III, item 1 to 3*) within the application's cover letter. Each application is evaluated strictly based on the information provided. The rating factors are as follows:

1. Professional Experience (20 points)

During application review stage, the TEC will evaluate relevant experience to the position using the factors below:

Minimum of five (5) years professional-level experience in engaging the private sector to solve critical development problems which promote business success and broader economic growth. Experience in: 1) an international development organization or a foundation; 2) a private sector company working on issues related to development, corporate social responsibility; and, 3) business development. Proven capacity to conceptualize and develop strategies, programs and projects. Experience in performance-based management and budgeting. Experience in structuring and/or implementing public-private partnerships.

2. Technical Expertise and Job Knowledge (30 points):

Top ranking applications with the most relevant experience into position, will proceed to take the technical written test to evaluate their technical expertise and job knowledge based on the factors below:

Knowledge of the private sector in Zambia and business enabling environment; strong understanding of the political and economic realities of Zambia; familiarity with Zambian culture, society and leaders. Incumbent will provide advice to Mission staff and implementing partners on GRZ's public private partnership laws and associated regulations.

3. Competencies (Skills and Abilities) (50 points):

Further, top ranking applicants will with the most relevant experience and technical expertise and job knowledge, will be interviewed to evaluate their skills and abilities including interpersonal skills:

Communication, interpersonal, customer service, technical skills, i.e., driver's license for chauffeur; level of computer skills; typing/keyboarding in terms of speed and accuracy; manual dexterity, ability to organize, work with public, etc.

Total Possible Points = 100

Selection Process

USAID reserves the right to conduct interviews only with top-ranked applicant(s) and make the interview a deciding factor in selection before making a recommendation to the Contracting Officer (CO). Interviews may be conducted in-person, by phone, or virtual means and will be evaluated separately. USAID also retains the right to amend or cancel the solicitation and associated actions at any stage of the recruitment process.

Top-ranked candidates in a competitive range may be given a recruitment test. Candidates with a passing score from the recruitment test will be invited for an interview. The recruitment test may be administered before (to serve as a qualifier to the interview) or after the interview (to serve as part of the interview determination). The recruitment test and the interview will be structured around the evaluation factors mentioned above. The successful candidate will be selected based on a review of his/her qualifications, work experience, knowledge, skills and abilities; a written test (if administered); an interview; and the results of reference checks. A security authorization and medical clearance are required prior to employment.

The technical evaluation committee may conduct references checks, including references from other independent sources not specifically identified/provided by the candidate(s), and may do so before or after a candidate is interviewed. If USAID should not contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence. Reference checks will be assessed as either pass/fail (No points assigned).

Only shortlisted and interviewed candidates will be notified of the selection outcome.

Multiple Awards: USAID anticipates the award of one (1) contract as a result of this solicitation. USAID reserves the right to award more or fewer awards than the anticipated number of contracts stated above. USAID also reserves the right to select additional candidate(s) if vacancies become available during future phases of the selection process.

IV. SUBMITTING AN OFFER/APPLICATION

Eligible Applicants are required to complete and submit:

- i. Cover letter that addresses each evaluation criteria outlined in *Section III, items 1 to 3*.
- ii. Current CV (without photo) with contact information (telephone numbers and email addresses) for at least three references with knowledge of the applicant's prior work experience, who are not family members or relatives.
- iii. Completed and signed application form AID 309-2 (Offeror Information for Personal Services Contracts with Individuals).
- iv. Education and Professional degrees/certificates
- v. Identification Documents: Passport/NRC

Please upload all your documents as one SINGLE PDF or zip file and rename the file with the SOLICITATION Number. Please ensure your application is complete with all the requirements above. Late and incomplete applications will NOT be considered.

Submit your application [HERE](#)

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

- a. Medical History and Examination Form (Department of State Forms)
- b. Security Clearance
- c. Fingerprint Card (FD-258)

Do NOT submit these forms together with the application.

VI. BENEFITS AND ALLOWANCES

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

I. BENEFITS:

A PSC is normally authorized benefits in accordance with the missions Local Compensation Plan:

1. Health Insurance
2. Annual Salary Increase (if applicable)
3. Annual and Sick leave
4. Annual Bonus
5. Annual Christmas Bonus
6. Annual Performance Reward
7. Salary Advance (0% interest)
8. End of Service Gratuity
9. Defined Contribution Plan
10. Observe Local Public and American Federal Holidays
11. Employee Tuition Assistance Program

2. ALLOWANCES (as applicable):

A PSC is normally authorized allowances in accordance with the mission Local Compensation Plan:

1. Housing Allowance
2. Meal Allowance
3. Miscellaneous Allowance
4. Education Allowance

VII. TAXES

A PSC is responsible for calculating and paying local income taxes. In the absence of a specific international agreement, the U.S. Government will not withhold or make local income tax payments.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/sites/default/files/documents/aidar.pdf>.
2. **Contract Cover Page form AID 309-I** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)

0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g., R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	I	LOT	\$ _TBD_	\$_TBD at Award after negotiations with contractor_
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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/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. The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.
6. **FAR Clauses**

52.204-27 Prohibition on a Bytedance covered application.

Who we are:

The U.S. Agency for International Development is the world's premier international development agency and a catalytic actor driving development results. We are a diverse organization with colleagues from over 5 countries. By joining us in the city of Lusaka, you will work in a unique, highly rewarding, and international work environment. We truly value diversity and inclusion and want to reflect the world we serve. We want the best people to work for us in an inclusive environment so welcome applications from all qualified candidates.

What USAID offers (Equal Opportunity Employer):

We want your time at USAID to be a rewarding and career-enriching experience. We offer an agile and flexible working environment with hybrid working opportunities including home office (where applicable). To support our international applicants, we offer relocation support that extends to your dependent family members. In addition, thanks to our ongoing commitment to diversity and inclusion, we offer a competitive compensation and benefits package, including support for working families including education allowances (where applicable). Finally, we offer a genuinely unique international working environment, which will give you exposure to the international development and the opportunity to collaborate with passionate experts from all over the world.

We strive to ensure that individuals are provided reasonable accommodation to participate in the application or interview process, and to perform essential job functions. Should you wish to request accommodation, support in completing this application or participating in the application process, then please reach out to the recruitment team at exozambiahr@usaid.gov.

Please Note: USAID is aware of both individuals and organizations falsely claiming to recruit on behalf of USAID. We take recruitment fraud very seriously and provide this information to help you learn how to identify and report recruitment fraud. USAID does not solicit for money for any part of its recruitment processes including short-listing, interviews, background, and/or medical check-ups. Contact your local police to report such incidents or send us an email with subject "Recruitment Fraud" to exozambiahr@usaid.gov

--END OF SOLICITATION--