



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R10011

ISSUANCE DATE: May 10, 2024.

CLOSING DATE/TIME: June 7, 2024. 11:59 p.m. Accra time

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Project Management Specialist (Energy) - Togo

(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, Sections I through V** 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,

Donald Brady

Digitally signed by Donald
Brady
Date: 2024.04.25 14:22:56 Z

Donald Brady
Contracting Officer

I. GENERAL INFORMATION

1. **SOLICITATION NO:** 72062424R10011
2. **ISSUANCE DATE:** May 10, 2024
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 7, 2024. 11:59 p.m. Accra time
4. **POINT OF CONTACT:** acpersonnel@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Energy)
6. **MARKET VALUE:** CFA 20,540,297.00– CFA 31,387,461.00 p.a equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of US Embassy, Lome. Final compensation will be negotiated within the market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start about **August, 2024**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. **PLACE OF PERFORMANCE:** Lome -Togo with possible travel as stated in the Statement of Work.
9. **ELIGIBLE OFFERORS:** All interested candidates eligible to work in Togo. Cooperating Country National (CCN) is defined as 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:** Regional Security Office Clearance.
11. **STATEMENT OF DUTIES**

1. *General Statement of Purpose of the Contract*

The USAID Project Management Specialist (“Energy Specialist”) is a member of the Energy Team in the Regional Economic Growth Office and works under the supervision of the Energy Team Lead on administrative and programmatic issues. S/he will provide services and support to that office, as well as other teams within the USAID/West Africa Mission, Regional Economic Growth Office and the Energy Team as directed by the Energy Team Leader and/or his/her designee. The Specialist will take primary day-to-day responsibility for the oversight of designated activities and support to client Missions in the Sahel Region (LPCs and NPCs) within the West Africa portfolio. The job holder will serve as a member of the Energy Team and report to the Energy Team Leader working closely with stakeholders including the Power Africa Coordinator’s Office; USG agencies such as the Export Import Bank (Ex-Im), the U.S. International Development Finance Corporation (DFC), the U.S. Trade and Development Agency (USTDA) and the State Department; development partners such as the

African Development Bank (AfDB) and the World Bank; and other Power Africa implementers in West Africa and the regional Program Management Specialists (based in Accra, Ghana, Dakar, Senegal, Conakry, Guinea and Abidjan, Côte d'Ivoire). As required, the Specialist will function in any of the following roles: Contract or Agreement Officer's Representative (COR/AOR); Alternate COR/AOR; and/or Activity Manager for specific elements of the Power Africa program.

S/he must provide programmatic and strategic support to the Regional Economic Growth Office, drawing on an in-depth understanding of the electricity sector technology and investment, associated policy frameworks, and issues related to host country governments, and relevant private sector entities, trade and infrastructure. The job holder must have the capacity and demonstrated expertise to represent USAID and Power Africa in interagency and international settings, at meetings with government officials, and with technical counterparts, donors, non-governmental organizations, and implementing partners.

S/he must have skills to overcome work-related difficulties and challenges, and must be able to assimilate, analyze and respond to rapidly changing circumstances and help USAID projects achieve results. Outstanding leadership, communication and interpersonal skills, as well as the ability to communicate cross-culturally and exhibit cultural sensitivity are essential.

2. *Statement of Duties to be Performed.*

a. Power Sector Engagement and Technical Coordination (65%)

Coordinate scale-up and implementation of various USAID/West Africa and Power Africa energy programs, including supervising the work of implementing partners, monitoring and evaluating implementation progress and budgets, performing site visits, and providing feedback and progress reports to senior USAID staff. Manage USAID's technical assistance instruments (Contracts, Cooperative Agreements, grants and/or Implementation Letters) as the Contract or Agreement Officer's Representative (COR/AOR) or Alternate. Serve as back-up for the coordination and implementation of technical support and assistance to regional energy institutions including WAPP, ECREEE, or ERERA. Support USAID/West Africa's implementation of Power Africa activities, as well as other relevant USG initiatives including Prosper Africa and others in the West Africa Region.

Support development of initiatives, policies, and partnerships to accelerate deployment of off-grid, mini-grid, and small-scale energy solutions, as appropriate. Support timely roll-out of energy related activities and transactions, develop, track and monitor milestones and prepare reports pertinent to performance monitoring and evaluation.

Power sector development is cross-cutting. As a result, the Specialist may be asked to advise on how energy-related issues and activities can help achieve the goals of USAID programming in other sectors. USAID/West Africa's Energy Team serves as the point of contact for regional energy programs that seek to integrate with programs in health, agriculture and environment in order to facilitate economic growth. The Specialist will maintain general knowledge of these programs and liaise with program managers in Accra and support Missions as necessary.

b. Program Management**(25%)**

Engage in USAID/West Africa's efforts to provide professional advice to the Missions, Operating Units and host country governments on sector reform, including appropriate models for private sector participation, approaches to improving utility management and operations, and development of an enabling legal and regulatory framework and institutions. Facilitate dialogue with host country government authorities, USG stakeholders, donors and partners to reach consensus on and ownership of program objectives and activities.

c. Preparation of Key Mission Documents**(10%)**

Coordinate relevant program outreach efforts, including public events, and press releases. Coordinate closely with the USAID/West Africa Senior Regional Development, Outreach and Communications (DOC) Specialist, the Power Africa Communications team, and other USG partners.

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

- i. **Supervision Received:** The Energy Specialist is expected to work independently under the supervision of the USAID/West Africa Energy Team's Energy Team Lead who is based in Accra, Ghana, who establishes broad program outcome strategies and goals. The Energy Specialist is expected to work within a broad framework and with minimum supervision to determine approaches to be taken and methodologies to be used in planning and implementing activities and resolving problems to accomplish desired program outcomes. Completion of tasks and assignments will be reviewed regularly through results achieved, written reports, and progress reports. Supervision of this position is laid out in the REGO organizational chart.
- ii. **Supervision Exercised:** No supervisory responsibilities are assigned to this position.

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, a candidate must meet the Minimum qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered.

These are the minimum qualifications necessary to be considered for the position:

- a. Education:** A Bachelor's degree in a technical field related to energy and/or power, investment in the power sector or other infrastructure or finance/business is required.
- b. Prior Work Experience:** Minimum of 5 years of professional experience, with a critical focus on one or more of the following subject areas: energy technology/finance/policy, or energy economics.
- c. Language Proficiency:** Level IV (fluency) proficiency in spoken and written English is required. Proficiency of spoken and written French is also required.

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 1 5.306\(c\)](#). 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 evaluation and selection criteria of the selected candidate will be based on the review of his/her qualifications work experience, knowledge, skills and abilities and level of language. required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Prior work experience (30):

Minimum of 5 years of professional experience, with a critical focus on one or more of the following subject areas: energy technology/finance/policy, or energy economics.

b. Job Knowledge (30):

Advanced technical understanding, obtained through practical experience, of clean energy technologies, energy-related public policy and finance, and investment. Knowledge and understanding of infrastructure and energy issues in West Africa, including the current status of regional power systems. Must have knowledge in management of bilateral, World Bank, African Development Bank, or other donor-funded infrastructure projects. Advanced knowledge of program design and implementation, assessment, and reporting processes. An in-depth understanding, based on practical experience, of the current status of power systems in West Africa is required.

c. Skills and Abilities (30):

The Energy Specialist must demonstrate the ability to build and maintain effective working relationships with senior-level counterparts in relevant government entities, USG agencies, and other development partners. S/He must demonstrate experience analyzing complex challenges in energy and infrastructure, and designing and implementing interventions in response. Strong analytical, communication, and problem-solving skills are required. The applicant must also be willing and able to travel extensively within West Africa, as directed by the Energy Team Lead with support from the Regional Economic Growth Office. S/He must be able to manage implementing partners and ensure that they meet all relevant standards and reporting requirements.

d. Language Proficiency (10%):

Level IV (fluency) proficiency in spoken and written English is required. Proficiency of spoken and written French (Level IV) is also required.

Total Possible Points: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person or by phone OR not to interview any candidate.

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

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application Letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link <https://www.usaid.gov/forms/aid-309-2> upload it during the application process.
2. Offeror must also submit a resume or CV with referees.
3. A two page supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Relevant educational certificate (s) and work permit or residency permit.
5. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to acpersonnel@usaid.gov.
6. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents which must be submitted in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The Contracting Officer (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 (Department of State Forms)
2. Security Clearance
3. Fingerprint Card (FD-258)

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays
 - h. Social Security Contribution
2. ALLOWANCES (as applicable):
 - a. Miscellaneous Allowance
 - b. Meals Allowance

VII. TAXES

The Mission emphasizes to its employees of the fact that they are obliged to observe Togolose Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Togo Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

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/1868/aidar_0.pdf
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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor -

1. 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>;
2. 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/OGE%20Regulations>
3. **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.

FAR Provisions Incorporated by Reference

52.204-27 PROHIBITION ON A BYTEDANCE COVERED APPLICATION JUN,2023

END OF SOLICITATION