SOLICITATION NUMBER: 72064120R100004

ISSUANCE DATE: December 23, 2019
CLOSING DATE/TIME: January 6, 2020

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Development Assistance Specialist (Nutrition and Food Security)

(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,

[Signature]
Guadalupe Ramirez
Acting Supervisory Executive Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72064120R100004 (EXTERNAL)

2. ISSUANCE DATE: December 23, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: January 23, 2020 at 11:59 p.m. midnight local time.

4. POSITION TITLE: DEVELOPMENT ASSISTANCE SPECIALIST (NUTRITION AND FOOD SECURITY) – HEALTH, POPULATION AND NUTRITION OFFICE.

5. MARKET VALUE: GHC 127,803.00 – GHC 191,724.00 equivalent to FSN-11 in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

   Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.

7. PLACE OF PERFORMANCE: Tamale, Ghana with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Employment Authorization

9. STATEMENT OF DUTIES

   BASIC FUNCTION OF POSITION

USAID Development Assistance Specialist (Nutrition and Food Security) works from the USAID/Ghana satellite office in Tamale, Northern Region. The Specialist provides on-site advice and support for the Mission Health, Population and Nutrition Office (HPNO) in the design, implementation, and monitoring of the substantial nutrition and food security portfolio. The Specialist provides technical oversight and direct management of critical USAID investments aimed at implementing the Agency’s Multi-Sectoral Nutrition Strategy, 2014-2025 and the US Government’s (USG) Feed the Future Initiative.

The Specialist ensures the programmatic quality of nutrition investments, in particular in the areas of food security, economic strengthening and livelihoods, nutrition-sensitive agriculture, behavior change communication, and social protection interventions funded by USAID and the USG. The role requires successful cultivation, and effective management, of critical and often sensitive relationships with local government officials, including Regional Ministers; and, the ability to work with minimal supervision, in a collaborative fashion with other professional staff, inside and outside the Mission, in order to ensure quality, comprehensive nutrition and food security programming.

MAJOR DUTIES AND RESPONSIBILITIES

a. Program Advising (30%)

The USAID Development Assistance Specialist (Nutrition and Food Security) serves as on-the-ground advisor and strategist to ensure nutrition and food security, and other development issues in the northern regions, are integrated into Mission and HPNO strategy and funding decisions. The Specialist advises Mission leadership, up to and including the Mission Director, on important programming decisions; develops the
strategic narratives for new programs/projects/activities, including logical frameworks that reflect country-specific and internationally recognized nutrition and food security programming best practices and programmatic evidence; develops program descriptions or scopes of work (SOWs); provides independent government cost estimates; and, prepares supplemental analyses, as required by USAID policy (e.g., gender, climate change adaptation, etc.). The Specialist prepares concept papers and other relevant working documents for the development of Mission-wide nutrition, food security, and resilience strategies, and program development activities (e.g., portfolio reviews and assessments); and, identifies evidence gaps in nutrition, food security, and resilience programming and designs and implements research agendas, as necessary and appropriate. The Specialist prepares nutrition and food security program communications for presentation to internal and external audiences, including the host-country government, other donors, IPs, individual Ghanaians, and others, cooperation with the Mission Development Outreach and Communications Coordinator. The Specialist prepares and delivers presentations to a variety of audiences to promote learning from USAID/Ghana nutrition, food security, and resilience programming at national and international meetings. The Specialist prepares programs for a wide range of visitors, including the Mission Director/Deputy Mission Director, the US Ambassador, USAID staff from other Missions, and high-level visitors and delegations such as the USAID Administrator, congressional delegations, and multilateral partner organizations, often serving as control or site officer for such visits.

b. Performance Management (50%)

The Specialist serves as COR/AOR/Activity Manager, and/or Government Agreement Technical Representative (GATR) for a complex portfolio of bilateral, centrally-funded, and Government to Government (G2G) agreements. The Specialist monitors IP/awardee performance, assuring conformance to technical requirements and quality standards; approving implementation plans, work plans, and/or monitoring or evaluation plans; reviewing copies of performance and financial status reports for adequacy and responsiveness; inspecting and accepting deliverables; and providing administrative approvals, as required by the terms and conditions of the award. The work requires the specialist to monitors program implementation through routine field-based site visits and other methods, in order to verify outputs, and document challenges and best practices, and prepare reports to detailing monitoring observations and meeting summaries. The Specialist provides oversight of the design and implementation of program evaluations, including developing evaluator SOWs, drafting evaluations of independent government cost estimates, reviewing and approving evaluation protocols and data collection tools, and collaborating with evaluators of activity management to monitor implementation of data collection, data analysis, and report writing, in accordance with Mission policy. The Specialist works with the Agreement/Contact Officer/Specialist to troubleshoot and address implementation challenges, and revises implementation plans, as necessary in consideration of changing circumstances. The Specialist provides policy and technical advice to IPs, grantees, Government officials, and other stakeholders as warranted. The Specialist supports HPNO and the Economic Growth Office (EGO) leadership in programming activities that increase household resilience, food security, and nutrition for approximately 1.2 million Ghanaians facing food insecurity.

c. Program Coordination (20%)

The Specialist develops and maintains partnerships with regional and district government officials in the northern regions, and with local civil society organizations, to foster progressive and increased host-country engagement in USAID’s Northern Ghana programming. The Specialist leads technical nutrition and food security coordination platforms in Tamale, comprised of other donors such as UNICEF and the World Food Program, to plan joint development activities in the Zone, in order to ensure aid effectiveness and reduce program overlap. The Specialist develops and implements strategies to ensure integration of nutrition, food security, and resilience programming across Northern Ghana, as appropriate and in line with the Mission Country Development Cooperation Strategy, in collaboration with other Tamale satellite office colleagues.
The Specialist develops and maintains information-sharing mechanisms with Accra-based Team members to ensure that Northern Ghana considerations are integrated into national policy discussions, and into the wider USAID portfolio in line with the Mission Country Development Cooperation Strategy.

10. POSITION ELEMENTS

a. Supervision Received: The USAID Development Assistance Specialist (Nutrition and Food Security), working remotely in the Tamale Satellite Unit, works under the very general supervision of the HPNO Chief, and the closer but general supervision of the Nutrition and Social Protection Team Leader (located in Accra). The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the HPNO and Mission portfolio. Some technical direction may come from other professionals in HPNO; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

NB: Administrative supervision in Tamale is provided by a senior Specialist in the Satellite Unit.

b. Supervision Exercised: Supervision of other Office and/or Mission staff is not contemplated.


d. Exercise of Judgment: Substantial judgment (discretion) is used daily in providing technical opinion and guidance to USG, USAID, Government of Ghana (GoG) and Regional counterparts and colleagues, to IPs, and in representing USAID in stakeholder forums. Management decisions over certain IPs are at the discretion of the Specialist. Independent judgment is required for developing, implementing, and managing assigned programs/projects/activities, for reporting, and for other assignments. Substantial judgment is required in analyzing and determining whether or not to recommend approval of proposed programs/projects/activities, in choosing among alternative proposals, and in evaluating data for reliability.

e. Authority to Make Commitments: The Specialist exercises the authority given to CORs/AORs and Activity Managers and may make administrative arrangements consistent with ADS guidance and Mission and HPNO policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment. Guidance is sought when needed, and superiors informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity, issue, or problem. The Specialist has no independent authority to commit the USG to the expenditure of funds, but may negotiate ad referendum for the supervisors.

f. Nature, Level, and Purpose of Contacts: The Specialist has a full range of contacts within the Mission, at all levels, and maintains contact with IPs implementing USAID-funded programs/projects/activities in the sector. Within the Embassy, contacts are with counterpart staffs, and with senior staff as needed. Host-government, Regional, local, and other contacts vary widely with the type of activity being implemented, and may be at any level – including Ministerial, Deputy Minister, etc. Frequent and substantive personal contacts with senior-level officials of the GoG and in the Region, and with the private sector, are for purpose of explaining and defending USAID policies, objectives, and procedures, and to transmit and interpret GoG, Regional, and
private-sector attitudes and concerns to senior USAID officials. In addition, the Specialist provides technical assistance and guidance on nutrition and food security best practices to USG staff, and GoG and NGO partners.

g. Time Expected to Reach Full Performance Level: One Year.

11. AREA OF CONSIDERATION: The position is open to Cooperative Country Nationals (an individual who is a Ghanaian citizen – or a non-Ghanaian citizen lawfully admitted for permanent residence in Ghana).

All applicants must provide proof of eligible citizenship in their application. Non-Ghanaian citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee’s responsibility.

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

13. POINT OF CONTACT: acpersonnel@usaid.gov

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: The work requires successful completion of a US-style Master’s Degree, or the host-country equivalent, in nutrition, health science, health policy, nursing, public health, or a closely related field.

b. Prior Work Experience: A minimum of seven years of relevant progressively responsible professional experience in program design and management with a focus on nutrition and food security is required. The majority of this experience should have included the design, implementation, and management of nutrition and food security programs.

c. Language Proficiency: Level IV English, fluent in speaking and writing, is required (Language proficiency will be tested).

d. Job Knowledge: The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing health-related nutrition and food security activities in the northern regions of Ghana, and the problems and policies in Ghana from the business, political, civil society, and social perspectives. The Specialist must have an in-depth understanding of nutrition-specific interventions, including the promotion of breastfeeding, appropriate complementary feeding, and management of severe acute malnutrition; and, nutrition-sensitive interventions, including nutrition-sensitive agriculture, food safety and food processing, and economic strengthening, livelihoods, and social protection. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Ghana in general, and the northern regions in particular; development problems in the nutrition sector in the northern regions of Ghana; an understanding of the resources, resource constraints, and overall development prospects and priorities of Ghana and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to nutrition and food security assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GoG, with particular
emphasis on Northern Ghana, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

e. **Skills and Abilities:** The Specialist must have a good knowledge and demonstrated experience in nutrition and food security programming; and, the role of nutrition and food security in relation to other health areas such as health systems strengthening, malaria, family planning, and maternal neonatal and child health. The Specialist should be able to facilitate and link culturally appropriate nutritional assessment, counseling, treatment of nutritional deficits, and related issues and facilitation of linkages to food security programs including water, sanitation, and hygiene promotion; and, be able to use data for decision making. The Specialist must be able to provide technical leadership in nutrition and food security planning; and, apply this knowledge to advanced programming in Ghana and the northern regions. The work requires strong oral and writing skills, in order to work successfully with counterparts in the GoG, Regional representatives, other donors, and the private sector. A good familiarity with most applications in the Microsoft Office Suite is necessary for success in the position.

NB: The position is located in Tamale, Northern Region, with occasional travel to Accra, and frequent travel (at a minimum, 25% of the time [at a minimum of one week per month]) across Northern Ghana, where road conditions are sub-optimal, often-times impassable resulting in frequent delays, and often rudimentary overnight accommodation.

III. **EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. **SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to 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.

**EVALUATION FACTORS**

a. **Work Experience (40%):** A minimum of seven years of relevant progressively responsible professional experience in program design and management with a focus on nutrition and food security is required. The majority of this experience should have included the design, implementation, and management of nutrition and food security programs.

b. **Language Proficiency (10%):** Level IV English (fluent proficiency), both written and spoken, is required.

c. **Job Knowledge (30%):** The Specialist must have in-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to managing health-related
nutrition and food security activities in the northern regions of Ghana, and the problems and policies in Ghana from the business, political, civil society, and social perspectives. The Specialist must have an in-depth understanding of nutrition-specific interventions, including the promotion of breastfeeding, appropriate complementary feeding, and management of severe acute malnutrition; and, nutrition-sensitive interventions, including nutrition-sensitive agriculture, food safety and food processing, and economic strengthening, livelihoods, and social protection. The Specialist must have knowledge and understanding of the economic, political, social, and cultural characteristics of Ghana in general, and the northern regions in particular; development problems in the nutrition sector in the northern regions of Ghana; an understanding of the resources, resource constraints, and overall development prospects and priorities of Ghana and the region; and, knowledge of, or the potential to quickly acquire knowledge of, USG legislation, policy, and practice relating to nutrition and food security assistance, of USAID programming policies, regulations, procedures, and documentation, and of the objectives, methodology, and status of assigned activities. The Specialist must have knowledge and understanding of the organization and respective roles of the different levels of the GoG, with particular emphasis on the northern regions, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation.

d. Skills and Abilities (20%): Strong oral and written communication skills are required. Ability to analyze, understand and discuss new program design, management, and implementation approaches is required. Ability to lead teams and to develop effective working relationships with national and international working partners is required. Intermediate user level of word processing, spreadsheets, and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required. Proven skills in capacity building and mentoring local staff in a developing country are required. Must have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with GoG counterparts, donor technical staff, and implementing partner chiefs-of-party is required.

PRESENTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: https://www.usaid.gov/forms/aid-309-2

   All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. 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.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume 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 particular
selection criteria. Complete dates (month/year) are also required on CV.

3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.

4. A supplemental document with written responses to the Evaluation Factors listed under Section III.

5. Relevant educational certificate(s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Only short listed candidates will be contacted. The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

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, item 13.

II. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) 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 the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Finger Print Card (FD-258)

III. BENEFITS/ALLOWANCES

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

1. BENEFITS:
   Medical Insurance
   Social Security Contribution
   Local and American Holidays
   Salary Advance (0% interest)
   Annual Bonus

2. ALLOWANCES (as applicable):
Miscellaneous Benefits Allowance
Meals Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

IV. **TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

V. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:


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/OGE%20Regulations

END OF SOLICITATION