



ISSUANCE DATE: September 20, 2016

CLOSING DATE: October 7, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-000023 FOR A RESIDENT HIRE U.S. CITIZEN OR THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR FOR COLLABORATING, LEARNING AND ADAPTING ADVISOR

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens or Third Country nationals currently residing in Ghana and interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The Collaborating, Learning and Adapting Advisor position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 10):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at: <http://www.usaid.gov/forms/>)
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to: accrapsc@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Mildred Agbo via email at magbo@usaid.gov no later than September 26, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

Leslie-Ann Nwokora
Supervisory Regional Contracting Officer
USAID/West Africa

SOLICITATION NUMBER: SOL-624-16-000023

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POSITION TITLE: Collaborating, Learning and Adapting Advisor

MARKET VALUE OF POSITION: GS-13 (\$74,846 - \$96,004) Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. **Salaries over and above the top of the GS-13 pay range will not be entertained or negotiated.**

AREA OF CONSIDERATION: Open to U.S. Citizens and Third Country Nationals currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

TCN means an individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty.

PERIOD OF PERFORMANCE: Two (2) years, with three one-year options for extension. Extensions are contingent on satisfactory performance or better, need of service and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY AND MEDICAL CLEARANCES: Selected applicant must obtain security and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded

1. INTRODUCTION AND BACKGROUND

USAID/West Africa is a regional mission with development assistance activities in 19 countries. The Mission is located in Accra, Ghana. The CLA Advisor position will be based in USAID/West Africa's Regional Peace and Governance Office, which aims to strengthen systems of non-violent conflict management by supporting activities in regional democracy, governance, and human rights (DRG) and countering violent extremism (CVE).

A core component of RPGO's work on DRG aims to reduce electoral conflict as well as supporting conflict early-warning more broadly in the region. In response to the considerable challenges in gathering early warning data and plan for adequate response interventions in West Africa, the United States Government (USG) launched the Early Warning and Response Partnership (EWARP) with the objective to bolster the capacity of the ECOWAS Warning and Response Network (ECOWARN) to monitor, gather, analyze and disseminate threat information to its 15 member states to support peace and security in the region. The U.S. Department of State, Security Affairs Office, and USAID/West Africa share the responsibility for EWARP implementation and supporting long-term strengthening of ECOWAS's early warning and response processes.

RPGO's CVE work spans the region and addresses threats from various extremist groups, Al-Qaeda in the Islamic Maghreb and Boko Haram being examples. RPGO implements the majority of the USAID portion of the multi-agency (USAID, State and Department of Defense) Trans-Sahara Counterterrorism Partnership (TSCTP). This strategic partnership represents the U.S. government's single, largest effort to assist potentially vulnerable regional and national actors to constrict the tactical and strategic operating environment of terrorists in the West Africa sub-region. Funding for CVE efforts from TSCTP and other sources, averages approximately \$15 million a year. RPGO endeavors to counter violent extremism through programming focused on youth engagement, good governance, media outreach, and community development.

2. BASIC FUNCTIONS OF THE POSITION

The position's primary purpose is to provide leadership, guidance, and overall direction to RPGO's collaboration and learning efforts. He/she will advance collaboration with key stakeholders, promote learning, and support processes to enable adaptation in RPGO programs. The Advisor is RPGO's principal champion and coordinator for planning and staging organizational reflection and learning opportunities. The incumbent will foster strong, professional relations with key staff in the Program Office and the RPGO to implement RPGO's learning agenda. The incumbent, working with RPGO A/CORs will also foster professional relations with key external partners, colleagues in other USAID missions in West Africa and Washington, D.C., interagency colleagues, and stakeholders to support a Community of Learning and a range of other processes to achieve the objectives of the learning agenda, an articulation of RPGO learning priorities which will be developed and led by the Advisor.

The Advisor will build CLA functions within the RPGO by advising on learning practices, as well as knowledge management and related systems, including project MEL plans. The CLA Advisor assists the team to strategically link the RPGO's MEL findings to continuous learning and decision-making processes. The Advisor assists the team to develop feedback loops to enable the Office and its implementing partners to identify problems in projects—either in their causal logical frameworks, in implementation, or in shifting circumstances in the operating environment or beyond their control—and course correct as soon as possible to maximize results.

3. MAJOR DUTIES AND RESPONSIBILITIES

A. Provide overall CLA guidance to RPGO (35%)

- CLA Oversight: Providing technical CLA oversight for all RPGO's activities, including those in USAID limited-presence countries. This includes institutionalizing CLA concepts throughout the program cycle and mentoring and advising RPGO staff on how to better incorporate CLA principles in their work.
- Project Design and Implementation: Providing expert advice on all CLA aspects of program activities and their design and implementation under the RPGO's jurisdiction and responsibility.
- Incorporating Results from the Monitoring & Evaluation Plans: Integrating learning and reflection with monitoring and evaluation, helping shape the evaluation questions. Refine existing learning and performance monitoring systems such as:
 - Periodic review of performance indicators, in collaboration with the FSN MEL specialist, to ensure that they are appropriately helping RPGO staff determine whether projects yield the results expected, including testing whether the theories of change remain valid and context indicators to ensure that the team has effective means of monitoring the operating environment.
 - Identifying what other kinds of information and analyses are required beyond monitoring data to answer these questions; and
 - Refining RPGO's process of project adaptation, upon review of above-referenced indicator data, to increase the chances of achieving the development objective and project purposes.
- Enable Program Adaptation: Work with AORs/CORs and the MEL Specialist to identify programmatic issues or opportunities to adapt and improve ongoing programs. This process, directed by the CLA Advisor, is meant to encourage RPGO staff to explore untested ideas or assumptions, proactively manage risk and opportunity, identify competing priorities and negotiate a way forward, and foster a willingness to ask difficult questions and raise important ones.

- Learning Agenda: Establish and implement a learning agenda for RPGO which ensures that RPGO is learning from its activities and the experiences of stakeholders, conducting and disseminating relevant research, and convening stakeholders to exchange knowledge, challenges and best practices.
- Innovation: Propose and coordinate innovative ways to manage knowledge and use information gathered to more strategically inform decision-making and program development.
- GIS: Facilitate the use of Geographic Information Systems (GIS), as appropriate, to strengthen the RPGO's programmatic coordination, learning and adapting functions.
- Knowledge Management: Ensure that appropriate knowledge management systems or platforms for the Regional Peace and Democracy Office are functioning and maintained, such as shared folders, websites and other tools. These systems will provide information to update and expand technical knowledge among RPGO staff, implementing partners and West Africa development actors.

B. Communication and Coordination (30%)

- Develop Communications and Learning Products: Design diverse communications and learning products in collaboration with RPGO staff and USAID/WA's Development Outreach Communication (DOC) Officer to communicate the actions and impacts of our programs, relevant information regarding the operating environment, lessons learned, encapsulate outside learning, etc. Such products may be documents, web-based, or multi-media.
- Communicate Regularly with Key Stakeholders: Organize regular communications with a variety of key stakeholders such as USAID staff, other USG agencies, implementing partners, other donors and African organizations. Such communication may take the form of phone calls, video-teleconferences, an email listserve, etc.
- Network with Key Stakeholders: Maintain a list of contact of key contacts for important stakeholders in the region, such as external development experts, academics, officials from other donor agencies, partner governments, West African organizations, and regional institutions. Ensure a two-way flow of information that allows RPGO to remain abreast of events and programming in the region.
- Representation: Representing the RPGO at external meetings and conferences, as requested.
- Organize "Pause and Reflect" events: Plan and organize learning events, such as workshops and conferences, for diverse groups of stakeholders. The Advisor will also lead RPGO's contribution to Mission-wide Portfolio Reviews and other Mission-wide "Pause and Reflect" events.

- Support a Regional CVE Community of Practice: Through information sharing, networking, and events develop and foster a community of CVE practitioners in West Africa who actively share information and contribute to community learning.

C. Project Management (35%)

- AOR/COR: Serve as Agreement/Contracting Officer's Representative (AOR/COR), directly responsible for the implementation and administration of activities related to learning, evaluation, and research. Including:
 - Manage the formal review and approval process for annual work plans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAID's goals and objectives.
 - Maintain and report budget information on the status of obligations, expenditures, pipelines, accruals, and resource requirements.
 - Engage with project beneficiaries and perform regular site visits in coordination with USAID/West Africa staff, the US Embassy, and the US Military, as needed.

4. MINIMUM QUALIFICATIONS

Education: The applicant must have at least an undergraduate-level degree. A graduate-level degree is highly desirable.

Experience: The position requires a minimum of five years of relevant experience with a track record of programmatic accomplishment and professional achievement. Experience with USG or other international development organizations is highly desired. The applicant must have demonstrated practical experience in the following areas:

1. Development and management of learning and research systems, such as monitoring and evaluation, organizational development, and/or change management plans and processes.
2. Establishing research agendas and/or evaluation plans. Experience in planning and implementing evaluations, developing performance indicators, data collection and statistical analysis, performance reporting, and an ability to utilize GIS in programmatic monitoring, coordination and evaluation, is highly desirable.
3. Program or project management experience in a developing country context.
4. Successful experience in a team environment.
5. Development of communications and outreach products and/or plans.

Knowledge, Skills and Abilities: The applicant should have strong management skills as evidenced by previous experience, and be able to interact effectively with a broad range of internal and external partners and USAID clients, international/regional organizations and host country government officials or NGS counterparts. The applicant is required to work collaboratively and productively as a member of a team. In-depth knowledge and experience in U.S. government systems and practices is highly desired. The candidate should have a demonstrated capacity to communicate complex policy and program issues orally and in writing in clear, concise and well-organized presentations.

Language: Excellent English writing and speaking ability is required. Ability to work competently in speaking and reading French is highly desired.

5. EVALUATION CRITERIA:

Education (15 points)

- An undergraduate-level degree in a relevant field, such as political science, international relations, international development, public administration, economics or other social science discipline, is required. A Master's degree in a relevant field is preferred.
- Specialized training on data analysis, GIS, and/or monitoring and evaluation is desirable.

Work Experience (25 points)

- Minimum of five years of relevant experience in a field relating to Collaborating, Learning and Adapting, such as organizational development, communications, or international development management. Proven experience, preferably in an advisory and/or management role, in the following areas:
 - Development and maintenance of performance monitoring systems and/or in managing, implementing, and designing evaluations and research.
 - Knowledge management systems
 - Program and project design and management experience in a developing country context
- Organizing collaborative learning events, including planning workshops and conferences.
- Demonstrated experience in strategic communications is desired
- Demonstrated expertise in creative applications of technology and its applications to CLA is highly desirable.
- Having working experience with U. S. Government is desirable.

Technical Skills and Abilities (30 points)

- Demonstrated skills preferably with the ability to advise others, in the following areas:
 - Rigorous research methods, including both quantitative and qualitative
 - Performance and impact evaluation design
 - Performance management planning, including developing indicators, baselines, and targets
 - M&E data collection and analysis methods
 - GIS and/or other technologies in program monitoring
 - Ability to effectively communicate both written and orally M&E findings into strong recommendations
 - Demonstrated skills in applying M&E analysis to inform program planning and implementation.

Management and Teamwork Skills (30 points)

- Demonstrated ability to manage multiple, complex tasks, including the ability to oversee and motivate others in successfully completing these tasks.
- Imaginative complex problem-solving and innovative experience.
- Strong teamwork and interpersonal skills within a regional context of programs and client countries served.

6. OTHER SIGNIFICANT FACTORS:

Available Guidelines: The incumbent is expected to become familiar with USAID processes, procedures and rules as documented in the Automated Directive System (ADS), and notably ADS 201. In situations where the Advisor's judgment points to a need for additional clarity or guidance, his/her supervisor will provide such guidance with the assistance of the USAID/WA support offices as appropriate. USAID has a significant resource in its "Learning Lab": <https://usaidlearninglab.org/faq/collaborating-learning-and-adapting-cla>. The USAID Office of Learning, Evaluation and Research (PPL/LER) is also an important source of CLA information and information-sharing:

https://www.google.com/search?q=usaid+CLA&gfe_rd=ssl&ei=GKExV5rHNsGd-wWPhp3AAQ.

The CLA Advisor is required to be pro-active in keeping abreast of evolving guidelines and policies, including but not limited to the ADS, USG procurement regulations, and USAID program strategy, design and policy documents. The CLA Advisor must be able to use his/her judgment in interpreting and applying guidelines even when the specificity and applicability of them are not well defined. The CLA Advisor is required to exercise independent judgment and ingenuity to interpret and develop applications and guidelines in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems.

Complexity: The environment in which the incumbent operates is complex, with other entities engaged in CLA, including other offices within USAID/WA, implementing partners, other USG entities, and African partner organizations. This complexity requires a professional with senior-level advisory, team-building and diplomatic skills. Excellent, balanced judgment must be exercised in setting priorities. As the CLA Advisor, the incumbent will represent USAID in consultation with a wide range of USG actors, implementing partners, African institutions and organizations (and, through them, civil society and community leaders), donors and other stakeholders. Within USAID/WA the incumbent will be a principle point of contact for providing expertise in CLA and knowledge management.

Scope and Effect: The CLA Advisor provides overall management and technical direction for all collaborating, adapting and learning activities within the Regional Peace and Governance Office. The learning agenda and knowledge management of RPGO activities requires superior technical and organizational skills as they represent a complex array of projects and initiatives that require constant monitoring and consultations with implementing partners and stakeholders. The work of the incumbent impacts large- and medium-size programs with substantive effect on large groups. He/she advises the RPGO Director and other USG stakeholders on the results of the learning agenda and the knowledge-management programs. The CLA Advisor is expected to ensure that RPGO programs in the region are in line with the results in the various project documents, including results frameworks, contract work plans, and the outcome of the project monitoring and evaluation plans.

Level and Purpose of Contacts: The CLA Advisor establishes and maintains professional contacts/relationships at many levels, including RPGO and the broader USAID/WA staff and colleagues, CLA-related offices in USAID/Washington (notably, PPL/LER), implementation colleagues in U.S. Embassies in the region, stakeholder partners in the West Africa region, and other donor agencies. The purpose of contacts is to articulate and communicate the learning agenda emanating from the RPGO programs as they proceed to gather information and other data for the purpose of sharing lessons learned within the RPGO but also within other USAID/WA offices and more broadly with the stakeholder community in the region. This may include information and communication with senior U.S. government representatives, host-country counterparts, regional institution representatives and other donors.

The CLA Advisor is not authorized to make commitments or policy revisions, but will offer advisory information to his/her supervisor and other RPGO colleagues. The CLA Advisor is expected to maintain and manage good working relationships with various stakeholders in USAID/WA and the region. The broad use of initiative, discretion and patience is expected from the CLA Advisor in dealing with the RPGO colleagues, other USAID offices and other USG entities connected to RPGO programs, as well as representatives from other donor organizations. In addition, considerable judgment is required in working effectively and coordinating the learning agenda and knowledge management with multiple partners in support of RPGO's development objectives and in collecting, analyzing and reporting on progress of activities and recommending project actions.

Physical Demands/Work Environment: Work is performed primarily in Accra, Ghana, but may require travel (30%) throughout the West Africa region.

7. OTHER REQUIREMENTS

The applicant must be:

- Willing to travel to work sites and other offices as/when requested.

8. BASIS OF RATING APPLICATIONS

Selection Process: After the closing date for receipt of applications, a committee will be convened to review applications and evaluate them in accordance with the evaluation criteria. Applications from candidates which do not meet the required selection criteria will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or by telephone at USAID's discretion. Reference checks will be conducted only for applicants considered finalists.

If an applicant does not wish to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant. Only finalists will be contacted by USAID with respect to their applications.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

9. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- Cover letter and a current resume/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.

- Applicants must provide a minimum of three and a maximum of five references within the last five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must 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.
- Applicants also must address the above **Section 4: Evaluation Criteria**, in a summary statement to be included in the application. This summary statement, limited to two pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page.

10. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The final selected candidate must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded

11. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

12. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

13. BENEFITS/ALLOWANCES

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC may be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

- Employee's FICA and Medicare Contribution (USPSCs only)
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

END OF SOLICITATION