ISSUANCE DATE: May 10, 2017
CLOSING DATE: June 9, 2017 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-17-000012 FOR A RESIDENT HIRE U.S. CITIZEN PERSONAL SERVICE CONTRACTOR FOR SENIOR PROJECT MANAGEMENT SPECIALIST (YAOUNDE, CAMEROON)

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.

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 Senior Project Management Specialist position will be located in Yaounde, Cameroon.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 8):

- 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 May 18, 2017; 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. 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 offer.

Sincerely,

[Signature]

Leslie-Ann NWokora
Supervisory Regional Contracting Officer
USAID/West Africa
SOLICITATION NUMBER: SOL-624-17-000012

ISSUANCE DATE: May 10, 2017

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POSITION TITLE: Senior Project Management Specialist

MARKET VALUE OF POSITION: GS-13 ($74,584 - $96,958) 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 currently residing in Cameroon. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

PERIOD OF PERFORMANCE: Two (2) years, with the option to renew annually up to a total of 5 years.

PLACE OF PERFORMANCE: Yaounde, Cameroon

SECURITY AND MEDICAL CLEARANCES: Selected applicant must obtain facility access and medical clearance 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. BACKGROUND

USAID/West Africa is a regional mission with development assistance activities in 21 countries. The Mission is located in Accra, Ghana. The USAID/West Africa’s regional democracy, human rights, and governance and countering violent extremism activities are managed from the Regional Peace and Governance Office.

USAID/West Africa 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.
The Regional Peace and Governance Office’s CVE work spans the region and addresses threats from various extremist groups, Al-Qaeda in the Islamic Maghreb and Boko Haram being examples. Funding for these efforts, from TSCTP and other sources, averages approximately $15 million a year. RPGO countering violent extremism activities in Cameroon aim to increase community resistance to violent extremist groups by increasing access to information and strengthening community cohesion.

2. BASIC FUNCTIONS OF THE POSITION:

The SPMS is a senior-level specialist on CVE and DRG issues charged with managing the implementation and monitoring of bi-lateral and regional CVE and DRG activities in Cameroon. The SPMS plays a significant role in donor coordination, report writing, management of CVE and DRG resources, and working with implementing partners.

In this context, the SPMS will provide independent technical oversight of bilateral CVE and DRG projects in Cameroon and regional CVE and DRG activities in the Lake Chad Basin. In addition, the SPMS will serve as an Agreement/Contracting Officer’s Representative (AOR/COR), directly responsible for managing CVE and DRG projects with an estimated total annual budget of $1-2 million. The SPMS will also serve as the Cameroon Activity Manager for regional CVE and DRG projects with an estimated total annual budget of $10 million. The SPMS will be required to work closely and coordinate frequently with USAID’s Office of Transition Initiatives (OTI) staff both in Cameroon and in neighboring countries. The SPMS will frequently represent USAID and/or the U.S. government (USG) at meetings and conferences and serve as a liaison with host-country officials and regional institutions’ representatives in the region.

This position requires exercise of individual judgment in interpreting CVE and DRG priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The CVE issues that the SPMS will be dealing with are among the top priorities of USG foreign policy in West Africa and the USAID/West Africa regional mission. The environment is highly complex and frequently unpredictable, and the SPMS must be flexible and able to provide advice on CVE approaches and activities. The DRG programmatic environment in Cameroon is likewise multi-faceted and sensitive. The position includes a broad range of complex managerial, analytical, and communication responsibilities, including providing direction for the achievement of USAID’s CVE and DRG objectives in West Africa. The SPMS will be required to obtain and maintain a Secret level security clearance.

3. MAJOR DUTIES AND RESPONSIBILITIES:

a. PROGRAM DESIGN AND MANAGEMENT (60%)

Manage the implementation and administration of USAID/West Africa CVE and DRG projects as an AOR/COR. 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 pertaining to CVE and DRG programs under his/her purview.

Oversee implementation of USAID/West Africa regional CVE and DRG projects as an Activity Manager. Support the planning and management of activities, including reviewing critical programmatic documents and providing technical expertise and local contextual knowledge to the AOR/COR.

As both AOR/COR and Activity Manager, engage with activity implementing partners to ensure that the technical requirements of their awards are met in accordance with terms, conditions and specifications of the applicable instruments, engage with project beneficiaries and perform regular site visits to projects under his/her purview in coordination with USAID staff, the US Embassy, and the US Military, as needed.

Develop terms of reference for special studies, evaluations, assessments and other reviews that may be necessary to help identify implementation challenges and design new activities in support of the achievement of CVE and DRG objectives in Cameroon.

Contribute to, and in some cases lead, the oversight and preparation of internal reporting requirements including program management reviews, annual reports, operational plans, semi-annual portfolio reviews as well as the development of implementation letters, cables, requests for technical changes in program implementation, project agreements, correspondence and other documentation as required.

b. STAKEHOLDER COORDINATION AND CUSTOMER RELATIONS (20%)

Represent USAID and RPGO in meetings with internal and external stakeholders such as US Embassy representatives, US military officers, host-country government officials, regional inter-governmental organization officials, non-governmental organization representatives, and other donor representatives to coordinate CVE and DRG efforts and share information.

Liaise closely with other USAID and inter-agency staff and implementing partners operating in similar technical fields or geographic areas in Cameroon with the aim of promoting coordination, collaboration, and synergy between efforts.

Produce briefing papers and coordinate visits and other activities for internal visitors such as congressional delegations, senior-level USAID officials, etc

c. KNOWLEDGE MANAGEMENT AND COMMUNICATIONS (10%)

Provide analysis and research on topics of interest in support of the achievement of CVE and DRG goals and objectives in Cameroon and the Lake Chad Basin

Draft internal and external communications on CVE and DRG project efforts or topics of interest such as fact sheets, success stories, briefing papers, technical presentations, trends analysis.
Collect, synthesize, and submit relevant CVE information for the CVE in West Africa website maintained by RPGO.

d. OTHER DUTIES (10%)

Perform other duties—given the limited size of the USAID staff in Cameroon, the SPMS will from time to time perform other duties, including performing work in an “acting” capacity for a colleague who is traveling or on leave, assisting a colleague with an especially urgent task, or personally taking responsibility for a special project.

Provide logistical, administrative, and program support for USAID CVE and DRG-related TDYs to Cameroon.

4. SUPERVISION/OVERSIGHT OVER OTHERS(Whom, including grade level/how, if any)

The SPMS will not directly supervise any staff members.

5. SUPERVISORY CONTROLS (How are assignments made and how much review/control will be provided by the Supervisor)

The direct supervisor of the Senior Project Management Specialist (SPMS) will be the Regional Peace and Governance Office (RPGO) Director based in Accra, Ghana. As such, the SPMS is expected to exercise independent judgment and initiative. Such initiative is critical to the success of the assignment. The actions and decisions of the SPMS will be in consultation with the RPGO Director based in Accra, Ghana. The SPMS will serve as a technical analyst and project manager for USAID/West Africa countering violent extremism (CVE) and democracy, human right, and governance (DRG) activities in Cameroon.

Overall management of USAID staff in Cameroon is in a collaborative team environment, with the SPMS participating fully with the team. Specific work plans and anticipated results are developed in consultation with the RPGO Office Director. The SPMS performs assignments independently, providing technical guidance, oversight, and management of CVE and DRG activities in Cameroon, as well as representing USAID/West Africa on CVE and DRG issues in inter-agency discussions, in donor coordination, and in liaising with the Government of Cameroon. The SPMS’ work is reviewed in terms of achievement of established milestones, and the appropriateness of project activity focus.

6. MINIMUM QUALIFICATIONS, EVALUATION AND SELECTION CRITERIA

a. EDUCATION (20 points)

A minimum of a Master’s degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline is required.
b. TECHNICAL KNOWLEDGE (25 points)

Demonstrated knowledge of program principles, concepts, practices, methods, and techniques of development assistance in general is required. Demonstrated knowledge of countering violent extremism or counterterrorism principles, practices, and methods is highly desirable. Demonstrated knowledge of democracy, human rights, and governance principles, concepts, and methods is desirable.

Demonstrated ability to serve as a program manager and conduct the full range of responsibilities effectively and in a timely manner is required. Demonstrated ability to organize and effectively plan work in advance, with limited supervision, to ensure that programs and tasks do not falter due to lack of effective management and support is required.

Demonstrated ability to obtain, evaluate and interpret data and prepare accurate, timely reports is required. Demonstrated ability to identify problems affecting program activities, propose well-thought out strategies to resolve these problems, consult with senior management and field staff, and then implement final decisions and strategies and approaches is required.

c. WORK EXPERIENCE (25 points)

A minimum of five years of professional-level experience in international development-related activities is required. Experience working in, for, or with international organizations is required. Experience working on CVE, counterterrorism, or DRG is desirable.

d. COMMUNICATION/LANGUAGE SKILLS (15 points)

Fluency in English and excellent English writing and editing skills are required. Professional proficiency in French, both spoken and written, is required. Fluency in French is highly desired, but not required.

Operational, managerial, and strong analytical and writing skills are required, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct Internet research and management of other Internet resources, is required.

e. INTERPERSONAL SKILLS (15 points)

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Embassy, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment.
7. OTHER SIGNIFICANT FACTORS

a. AVAILABLE GUIDELINES:

U.S. Government guidance includes laws, legislative initiatives, Congressional interests and concerns and USG policy guidelines are readily available. However, due to the fact that CVE is an emerging field of study and programming for U.S. assistance, guidelines are not always well-established and clear and frequently require interpretation to apply them to daily design, implementation, management and reporting on programs and activities. This is particularly important in the context of TSCTP and complex crises due to complex funding streams, political and other factors that often must be considered in planning and implementing activities. Likewise, guidelines for DRG are not always well-established or clear, particularly in a complex, fluid political environment such as Cameroon, and will require regular interpretation in applying them to daily work.

b. COMPLEXITY:

The management environment in which the incumbent will operate is complex, with many donors, country interests and USG interests and requires a professional with experienced advisory, team-building and public diplomacy skills. Excellent, balanced judgment must be exercised in setting priorities. The position requires planning, follow-up/implementation and teamwork abilities. The incumbent will be expected to be highly productive and meet short deadlines. S/he must have the ability understand and operate in USAID’s regulations regarding procurement, earmarking and other aspects of project implementation. This is particularly important in the context of TSCTP and complex crises where USG guidance includes laws, legislative initiatives, complex funding streams specific legislative guidance and other factors that often must be considered in planning and implementing support activities.

c. SCOPE AND EFFECT:

The incumbent provides management, oversight and technical direction for development activities designed by USAID/West Africa under the management of the US Embassy in Cameroon with significant direction from the Regional Peace and Governance Office Director. The design and management of CVE and DRG activities requires high-level technical and organizational skills as they represent a complex array of projects and initiatives that require constant monitoring and high-level consultations with host country and Embassy officials. Successful work will have a significant impact on project beneficiaries and local communities. It will make a positive contribution to USG and Government of Cameroon’s goals and objectives in counterterrorism and humanitarian assistance.

d. PERSONAL CONTACTS:

The incumbent maintains close contact with USAID Washington policy advisors, U.S. embassy personnel working on CVE, DRG, and other related activities, Activity Managers in Lake Chad Basin countries where RPGO CVE and DRG project activities are carried out, OTI project managers, and other U.S. government TSCTP representatives. The incumbent will be required
to develop and maintain contacts with Cameroonian government officials and in-country partner institutions assisting USAID with implementation of its CVE and DRG related programs. Contacts will include US ambassadors, US embassy personnel, and Department of Defense liaison officials. Contacts will also include host-country ministry personnel and host-country local government officials, local civil society organizations and community-based organizations.

e. LEVEL AND PURPOSE OF CONTACTS:

The purpose of contacts is to inform on or elicit information about CVE and DRG activities in order to perform project management actions and inform U.S. Government policy formulation and/or implementation. This will include information and communication to and with senior U.S. government representatives, host-country representatives, regional institution representatives and other donors. Contacts with the parties mentioned above will occur in both structured and unstructured settings. These contacts are necessary to influence and facilitate policy and/or project implementation. At the present time, relationships with the parties mentioned above are cordial and cooperative. The incumbent will not be authorized to make commitments or decisions on policy revisions.

The broad use of initiative, discretion and patience is expected from the SPMS in dealing with USAID personnel as well as representatives from other donor organizations and the US Embassy to resolve problems that arise during the course of work where there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively and coordinating multi-sectorial efforts in support of USAID’s development objectives and in collecting, analyzing and reporting on progress of activities and recommending project actions.

f. PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed primarily in a modern office environment in the US Embassy in Yaoundé Cameroon but requires frequent in-country travel (estimated 20%) to programming sites in Cameroon and infrequent travel (5%) to other countries in West Africa.

8. BASIS OF RATING APPLICATIONS

Selection Factors: Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Communication/Language Skills, and Interpersonal Skills. Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen currently resident in Yaoundé, Cameroon.

- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.).
• Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position.

• All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

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. 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 candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

10. 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 6: Selection 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.

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.

1. 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.
2. BENEFITS/ALLOWANCES

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

BENEFITS:

(a) Employee’s FICA and Medicare Contribution (USPSCs only)
(b) Contribution toward Health & Life Insurance
(c) Pay Comparability Adjustment
(d) Annual Increase (depending on satisfactory performance evaluation)
(e) Eligibility for Worker’s Compensation
(f) Annual & Sick Leave
   Access to Embassy commissary (with associate membership) and DPO mail (USPSCs only)

3. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.