



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-14-000014
Issuance Date: August 4 2014
Closing Date/Time: August 22, 2014 at 1:00 pm (Kigali Time)

SUBJECT: Solicitation for Local U.S. Personal Services Contractor (PSC): Senior Advisor to Mission Director

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens residing in Rwanda to provide personal services as described in this solicitation. USAID/Rwanda anticipates awarding one contract as a result of this solicitation, subject to availability of funds.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified. Interested applicants must submit all the materials required by the solicitation:

- (i) A signed U.S. government OF-612 which is available at the USAID website <http://www.usaid.gov/rwanda/partnership-opportunities>;
- (ii) The applicant's detailed CV and a one page cover letter of application;
- (iii) Minimum of three references, who are not family members or relatives, with telephone and email contacts; and
- (iv) A Summary Statement addressing the selection criteria.

A full solicitation can be found at <http://www.usaid.gov/rwanda/partnership-opportunities>.

Electronic submission is authorized and preferred. Electronic application packages are to be submitted by email to: KIGALHR@USAID.GOV. Please quote the number and position title of this solicitation on the subject line of your email application. Be sure to include the announcement number at the top of each of the additional pages.

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400, Ext. 2605.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. Highly ranked applications may be selected for an interview.

Applications must be received no later than August 22, 2014 at 1:00 p.m. (Kigali Time), as stated in the solicitation. Please note that USAID/Rwanda does not accept responsibility for delays in transmission or receipt of application. Applications received after the date and/or time specified will not be considered.

USAID/Rwanda reserves the right to award or not award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. Additionally, the U.S. Government is not obligated to pay any costs associated with the preparation of an application in response to this solicitation.

Only shortlisted applicants will be contacted.

Attachment to Solicitation No. SOL-696-14-000013

- 1. SOLICITATION NO.:** SOL-696-14-000014
- 2. ISSUANCE DATE:** August 4, 2014
- 3. CLOSING DATE/TIME:** August 22, 2014 at 1:00 p.m. (Kigali Time)
- 4. POSITION TITLE:** Senior Advisor to the Mission Director
- 5. MARKET VALUE:** Position is classified at GS-15 with annual salary range of \$100,624 to \$130,810. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
- 6. BENEFITS:** Benefits for Local Hire US/PSC are limited (see section A on page 8).
- 7. PERIOD OF PERFORMANCE:** Three years. Level of effort is full time (40 hours per week).
- 8. PLACE OF PERFORMANCE:** Kigali, Rwanda
- 9. SUPERVISION:** Mission Director
- 10. SECURITY ACCESS:** Employment Authorization
- 11. MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Kigali Health Unit Medical clearance to work in Rwanda
- 12.WHO MAY APPLY:** U.S. Citizens or persons who at the time of contracting are lawfully admitted permanent residents of the United States residing in Rwanda.

INTRODUCTION

Rwanda is a focus country for several key Administration initiatives, including the Feed the Future food security and Global Climate Change initiatives, which, along with other Administration and Congressional priorities, have dramatically increased resource levels. In the last five years, the Economic Growth (EG) portfolio has grown nearly five-fold, from an annual budget of less than \$8 million to about \$35 million in FY 2014, resulting in a significant intensification of management responsibilities. Commensurate increases in staff and the complexity and demand for high quality administrative support services from the EXO have resulted in the requirement for support beyond that currently available to the Mission.

Due to the growth of the Mission (staff and program), the increased workload for administrative requirements and a focus on quality improvement led by senior Mission management, the Mission Director requires a Senior Advisor to ensure audit integrity, systems development, and support to critical functions of the EG Office and EXO; and to provide strategic oversight of special initiatives as assigned by the Mission Director. The successful candidate will be a senior staff member in the Mission and will provide advice and strategic recommendations to the Mission Director and other staff as appropriate.

I. **Basic Function:**

The incumbent will provide advisory, programmatic, and operational support to the EG Office and EXO, as directed by the Mission Director.

BACKGROUND

A. Agriculture and Private Sector Development: The Government of Rwanda (GOR) commitment to agriculture as the basis for economic growth is well established. After being the first country on the continent to fully commit itself to the rigorous policy framework for agriculture growth laid out by the Comprehensive Africa Agricultural Development Program (CAADP), Rwanda has yet again positioned itself as a continent-wide leader by being the first country to complete implementation of its CAADP Country Investment Plan and to develop a new agriculture strategy built on the success and lessons learned. This new strategy, the Strategic Plan for the Transformation of Agriculture III, establishes the country's vision for private sector-led agricultural intensification and commercialization as the basis for medium-term economic growth and development. USAID is accordingly shifting its strategy for agriculture to a more market-oriented approach.

In a country receiving food aid a mere three years ago, Rwanda's efforts have produced astonishing food security and poverty reduction results. By 2011, maize yields had increased six-fold; bean production grew by over 40 percent; and the Third Integrated Household Living Conditions Survey, released in early 2012, showed a 20 percent reduction in poverty between 2005/6 and 2010/11.

However, despite dramatic supply-side increases, the private sector is ill prepared for the GOR's planned transition to private sector-led agricultural intensification and commercialization as the next phase of economic growth and job creation. The need to support both the supply and demand sides of the agriculture economy to evolve in tandem suggests a strategy for USAID/Rwanda that increasingly focuses on private sector strengthening and enabling environment reforms to support market expansion, while also strategically targeting certain productivity efforts critical to support increasing market demand.

B. Environment: Through its environment programs, USAID/Rwanda helps to improve the capacity of Rwandans to adapt to global climate change. USAID is supporting the GOR to sustainably manage land and water resources through work in national parks, surrounding communities, and targeted watersheds. Activities aim at increasing economic benefit from natural resources while simultaneously protecting these resources, and improving capacity to adopt and implement climate resilient development strategies.

C. EXO Overview: EXO, headed by the FSN Executive Officer, is responsible for administration and internal management activities for USAID/Rwanda. This unit assists in planning and providing administrative and logistical support to all program operations and computer systems. It is in charge of USAID internal communications and records, Mission Director motor vehicle operations, and personnel functions – including training. Other functions include developing, executing and monitoring the operating expense budget in collaboration with the Financial Management Office; reviewing program implementation documentation regarding management support requirements; assessing the efficiency of internal management policies and procedures; and issuing USAID administrative management regulations and procedures. The Unit is also responsible for advocating for USAID's interests in liaison with the Embassy Management Officer and for monitoring the quality and quantity of services provided under the International Cooperative Administrative Support Services agreement.

MAJOR DUTIES AND RESPONSIBILITIES

- A. EG:** Based in Kigali, the Senior Advisor will be responsible for supporting the development, management, and monitoring and evaluation of a broad range of EG-related programs undertaken by USAID in Rwanda; and for advising the Mission Director on EG issues. Specific duties include, but are not limited to:
- Provide leadership on the development and implementation of USAID/Rwanda EG programs in a manner designed to promote their consistency with other economic development objectives of the GOR and USG. The Senior Advisor will support and advise the EG Office Director in the development and implementation of Mission programs through the management of approximately 10 staff. Responsibilities may include serving as contracting officer's (or agreement officer's) technical representative for one or more projects.
 - Provide authoritative policy and operational guidance to the Mission Director and EG Office for program design, development, and implementation. This includes guidance to staff to conceptualize, implement, and report on new and ongoing activities in the EG portfolio. Work collaboratively with other USAID/Rwanda offices on areas of common interest, including cross-cutting initiatives such as nutrition, workforce development, youth, human and institutional capacity development, and private capital mobilization.
 - Guide the development of the EG project/program-funded budget; working with technical advisors and senior management to determine funding needs and uses. Oversee of project mortgages, pipelines, and funding requirements, providing strategic guidance to address any issues.
 - Mentor EG staff in procurement planning and implementation, as well as in managing for results.
 - Analyze economic, political, and other trends affecting economic development. Identify ways to further meet both USG foreign policy and GOR reform policy objectives in Rwanda. Provide authoritative input in the formulation of USAID's strategy, annual report, program reviews, and other activities and events as requested by Mission management.
 - Liaise with top-level government officials, including at the Permanent Secretary and Minister levels as well as with local government officials. This includes building consensus on topics where there may be disagreement between Rwandan government officials; between the USG and Rwandan government officials; and/or between private sector actors and Rwandan government officials. The Senior Advisor will play a leading role in the development and maintenance of active dialogue on the development of key policy initiatives and institutional reforms.
 - Liaise with international and local private sector organizations, and other donors on issues related to EG strategic developments and the design and implementation of economic growth activities. S/he will play an active role in donor coordination, including attending and participating in sector-appropriate meetings to support the development of economic policy with officials of other Embassies, international organizations, volunteer organizations, and bilateral and multi-lateral donors.
 - Represent USAID on economic related Working Groups, coordinating USAID activities with other USG efforts related to economic development. This includes liaising regularly with the Embassy Front Office and Political/Economic Office on EG issues.
 - The Senior Advisor will draw upon his/her experience to help develop EG staff and support collaboration with other Mission offices. This includes mentoring EG staff in technical, programmatic, budgetary, managerial, and supervisory skill areas, and assisting in the hiring and training of FSN staff to ensure that adequate support is provided for efficient and effective office operations.

B. EXO: The Senior Advisor will provide technical, management and advisory services to EXO with particular attention to Human Resources and PSC Contracting; Procurement; Talent Management; construction project management; and overall management and policy effectiveness. Specific duties include, but are not limited to:

- Develop and oversee a robust Talent Management program that includes, among other dimensions, leadership development opportunities for FSNs and a Mission-wide mentoring program, serving as a mentoring champion and coach.
- Mentor and guide HR staff, overseeing the recruitment and selection of new personnel.
- Provide guidance on requirements for hiring mechanisms and content of statements of work/position descriptions for USAID/Rwanda positions. Exercise classification authority for USAID/Rwanda positions.
- In close consultation with the FSN Executive Officer, develop and manage a comprehensive program for orienting and settling in new staff and short-term TDYers.
- Oversee all Mission construction projects, including office space configurations and the new Mission Director residence, to ensure timely and efficient completion. These will require coordination with USAID/Washington and the Office of Acquisition and Assistance (OAA) Director, as well as working closely with contractors.
- Facilitate EXO procurement actions, including liaising with Embassy Management section staff as necessary.
- Facilitate and guide the AEF process for USAID/Rwanda USDH employees.

C. Special Initiatives: The Senior Advisor will serve as a champion and advisor on effectively integrating cross-cutting initiatives across the Mission. These include, but are not limited to, nutrition, early childhood development, private capital mobilization, workforce development, human and institutional capacity development, regional economic integration, and energy development. In addition, the Senior Advisor will support the Mission Director on other special initiatives that may arise in response to USAID/Washington or US Embassy policy directives.

The above tasks will require liaising with EXO in USAID/Rwanda, the USAID/Rwanda A&A Office, Embassy Kigali Management sections, and the OMD Office in USAID/Washington.

The Senior Advisor will report to the Mission Director, but s/he will be expected to operate with great independence in dealing with complex programs and high-level government and donor counterparts in guiding the design and management of a comprehensive set of technical assistance programs. Due to the high level of responsibility in this position, the Senior Advisor will have considerable latitude in the exercise of his/her duties for program design, management, and evaluation; and for the identification and resolution of issues affecting program performance both within and outside of the Mission.

I. QUALIFICATION, EXPERIENCE AND EVALUATION CRITERIA

The following technical evaluation criteria will be used to evaluate the applications. These criteria will be assigned values from a total of 100 points set forth below.

| | | |
|----|------------------------------|-------------------------|
| a) | <i>Education</i> | <i>5 points</i> |
| b) | <i>Prior Work Experience</i> | <i>30 points</i> |
| c) | <i>Knowledge</i> | <i>25 points</i> |
| d) | <i>Skills and Abilities</i> | <i>20 points</i> |
| e) | <i>Past Performance</i> | <i>20 points</i> |
| | TOTAL | <hr/> <i>100 points</i> |

The technical criteria will be evaluated and scored by the technical evaluation committee. Additional guidance regarding the technical evaluation criteria is set forth below.

Technical Evaluation Criteria:

a. Education (5 points)

A Bachelor's degree in Business Administration, Economics, Finance, Public Administration, Development/Area Studies, or other related fields is required.

b. Prior Work Experience (30 points)

At least fifteen years of experience, of which at least five years were in a developing country context, in: (1) various aspects of administrative management (EXO or similar work), including management of administrative/support staff in supplying services to a large organization; and (2) economic development promotion activities, including project development, monitoring and evaluation; successfully leading and managing multi-sectoral and complex projects; and supervising contractors and grant recipients. Experience in agri-business and agricultural development is highly preferred.

c. Knowledge (25 points)

In-depth knowledge of economic development theory and practice in developing countries, especially in Africa. Knowledge of agriculture programs, goals, and objectives. Knowledge of USG overseas management policies and procedures. Knowledge of the Great Lakes Region of Africa and/or knowledge of institutional structures are highly desirable. Expert-level technical knowledge and demonstrated expertise in project design and implementation; including methodologies and philosophies that guide development program design and that draw from experiences in other countries similar to Rwanda. Knowledge of USG administrative processes, including interagency processes in a US Embassy in a developing country. Knowledge of the full range of USG or similar administrative services, policies, and regulations is required.

d. Skills and Abilities (20 points)

The position requires strong communications, mentoring, interpersonal, teamwork, and leadership skills, as well as the ability to prepare reports and technical and policy briefs sometimes with short deadlines. Demonstrated ability in developing and maintaining counterpart contacts and relationships at both the senior policy and technical implementation levels. This includes contacts with host government counterparts, other donors, and USG agencies. Ability to interact and work effectively with: various USG counterparts including high level US Embassy senior management; organizational management and support offices; host government counterparts. Demonstrated ability to work under difficult situations requiring an aggressive work pace and under scrutiny and visibility.

e. Past performance / Professional reference checks (20 points)

Applicants must list at least three references and provide current contact information, including both an e-mail address and telephone number. The applicant's past performance in positions that require similar skills to that required by this solicitation will be evaluated.

C. Minimum Required Qualifications:**Language Proficiency**

English language proficiency is a pre-qualification. The candidate must have excellent and demonstrated English oral and written communication skills. There is no requirement for local language proficiency, although knowledge of French would strengthen an application.

Citizenship

Only citizens of the United States or persons who at the time of contracting are lawfully admitted permanent residents of the United States are eligible for selection. In addition, as recruitment is being done locally under a class justification excepting this requirement from full and open competition, only those who meet the following definition of a resident hire are eligible for selection:

Resident Hire means a U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country:

- (i) As a spouse or dependent of a U.S. citizen employed: (A) by a U.S. government agency; or (B) under any U.S. government-financed contract or agreement; or (C) under any other contract or agreement that provides for repatriation to the United States; or
- (ii) For reasons other than employment: (A) with a U.S. government agency; or (B) under any U.S. government financed contract or agreements; or (C) under any other contract or employment arrangement that provides for repatriation to the United States

Required Summary Statement

Applicants are **required** to address the above selection criteria and minimum required qualifications in a summary statement attached to 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 factors above. The summary statement must include the name of the applicant and the announcement number at the top of each page. **Failure to provide this summary statement may result in lower scores against the selection criteria above.**

Those applicants determined to be competitively ranked will also be interviewed and the information obtained in any interview will be used to evaluate the criteria specified above. These interviews may be conducted by telephone. A writing test and samples of past work may be required.

OTHER RELEVANT INFORMATION

A. Compensation

This position is classified at GS-15 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

The Personal Services Contract will be for (3) years, with possible extensions. Extensions will be contingent on the need of continued services, satisfactory performance and availability of funds.

Benefits/Allowances: In addition to the salary, a Resident Hire US/PSC will receive the following benefits in accordance with USAID regulations/procedures and policies.

1. Contribution toward Health Insurance not to exceed 72% of the actual cost the PSC for your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of A&A whichever is less.
2. Contribution for Life Insurance up to 50% of the actual annual costs to your life insurance not to exceed \$500 per year.
3. Annual and Sick Leave at the rate of 4 hours each per pay period and if you have previous service as a US/PSC or USG employee you are eligible for 6 or 8 hours of annual leave

Excluded Benefits/Allowances: Locally hired US/PSC employees (Resident Hires) do not receive benefits that are provided to off-shore hired US/PSC employees. If applicants have any questions about benefits/allowances they should inquire to the contact person for this solicitation. Examples of **benefits that are excluded** are:

1. Medevac Insurance, Access to Embassy medical facilities, Cost of Travel to/from Post; Shipment of UAB, HHE or POV; R&R and Home Leave Travel; and Housing.
2. Allowances (if applicable, as found in the Standardize Regulations (DSSR) - sections cited below):
 - Post Allowance (Section 220), Post Differential (Chapter 500), Payments during Evacuation/Authorized Departure (Section 600)

US Taxes: The successful candidate is subject to US taxes and will have Federal Income and Social Security Taxes withheld from their salary.

B. Applicable Policy Directives and Regulations Pertaining to PSCs

- (1) Acquisition and Assistant Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this websites:
http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc
- (2) USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC resident hires is contained in AIDAR Appendix D and can be found at:
<http://www.usaid.gov/policy/ads/300/aidar.pdf>. The link comprises of prescribed Contract

Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.

- (3) Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at: http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part_2635.pdf or <http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

C. Instructions to Applicants

1. Interested applicants are requested to submit the following information:
 - a) A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
 - (i) Personal Information: Full name, mailing address, email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)
 - (ii) Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received.
 - (iii) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
 - (iv) Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested).
 - b) Applicants must address each of the evaluation criteria above on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to the criterion. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
 - c) Applicants are required to provide at least three (3) references with complete contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.
 - d) Written cover letter of not more than one page.

- e) Form OF-612, which must be signed. Those submitted unsigned will be rejected.
- 2. Applications should retain for their record copies of all enclosures that accompany their submissions.
- 3. The number of this solicitation must be referenced on the application.
- 4. Any attachments provided via email must be in or compatible with Microsoft Word Version 2010 or Adobe Acrobat Portable Document Format (PDF) and not "Zipped".
- 5. Highly ranked applicants may be interviewed in person or by phone.

[END OF SOLICITATION]