



# USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-16-000002  
Issuance Date: February 24, 2016  
Closing Date/Time: March 11, 2016 at 1:00 pm (Kigali Time)

**SUBJECT:** Solicitation for Resident Hire US Personal Services Contractor (PSC) for Rural Enterprise Development and Entrepreneurship Specialist

Ladies/Gentlemen:

The United States Government, represented by the US 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 such as (but not limited to):

- (i) A signed U.S. government form AID 302-3 which is available at the USAID website <http://www.usaid.gov/rwanda/partnership-opportunities>;
- (ii) The applicant's detailed CV and a cover letter; and
- (iii) Three (3) references, who are not family members or relatives, with telephone and email contacts.

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

Electronic submission is authorized and preferred. Electronic application packages should be submitted by email to: [KIGALHR@USAID.GOV](mailto:KIGALHR@USAID.GOV). Please quote the solicitation number and position title of this solicitation on the subject line of your email application. Be sure to include the solicitation number at the top of each of the additional page.

## **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 the cover letter. Highly ranked applications may be selected for an interview.

Applications must be received no later than the date and time specified on this cover letter. Please note that USAID/Rwanda does not accept responsibility for delays in transmission or receipt of applications. Applications received after that date and/or time specified may 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 US

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; no response will be sent to unsuccessful Applicants.

**Attachment to Solicitation No. SOL-696-16-000002**

- 1. SOLICITATION NO.:** SOL-696-16-000002
- 2. ISSUANCE DATE:** February 28, 2016
- 3. CLOSING DATE/TIME:** March 15, 2016 at 1:00 p.m. (Kigali Time)
- 4. POSITION TITLE:** Rural Enterprise Development and Entrepreneurship Specialist
- 5. MARKET VALUE:** Position is classified at GS-12 with annual salary range of \$62,101 to \$80,731. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
- 6. PERIOD OF PERFORMANCE:** Two years. Level of effort is full time (40 hours per week).
- 7. PLACE OF PERFORMANCE:** Kigali, Rwanda
- 8. SUPERVISION:** Contractor will report to the Private sector and Agribusiness Team Leader
- 9. SECURITY ACCESS:** Employment Authorization
- 10. MEDICAL CLEARANCE:** The apparently successful applicant shall be required to obtain a Kigali Health Unit Medical clearance to work in Rwanda.
- 11.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 as a dependent of a US government agency or contract/agreement (see below for more details)

**INTRODUCTION**

USAID/Rwanda has identified rural enterprise development and entrepreneurship promotion as a critical opportunity to deliver greater economic development impact through the combined strengths of multiple stakeholders. USAID's proven ability to strengthen non-farm, small and medium enterprises to help expand their markets, develop and avail new services and goods with the objective to create new jobs in agribusiness sector and raise rural population's income, is critical to the success of achieving USAID's development objectives. USAID will put an emphasis on support to enterprises contributing to availability of more and affordable nutritious foods on local market to help reduce malnutrition among children under two and pregnant women in rural areas. Like all new activity development, supporting enterprise development and entrepreneurship requires a significant investment in time and expertise to design and manage development

programs that address capacity needs of the nascent but vibrant domestic private sector in rural areas.

The Rural Enterprise Development and Entrepreneurship Specialist will serve as the technical advisor for USAID/Rwanda's agribusiness and enterprise development programs, within the Economic Growth (EG) Office.

## **I. BACKGROUND**

Rwanda's represents one of Africa's most dramatic and encouraging success stories, yet remains among the world's poorest, least-developed, and most densely populated countries. The Government of Rwanda (GOR) is committed to making Rwanda a middle-income country by 2020 through the implementation of its *Vision 2020*. The primary goal of U.S. assistance in Rwanda is to support the country's commitment to address its development challenges head-on to achieve fundamental, broad-based economic and social transformation. To achieve this goal, USAID assistance supports innovative, targeted agriculture investments in key crops and policy reform to encourage agriculture-sector investment and regional trade. USAID support for foundational literacy and numeracy skills for children in primary school, as well as youth employment training, provides a long-term foundation for building a workforce oriented towards a service-based economy. In addition, U.S. assistance promotes reforms and greater democratization of decision-making by building the capacity of key actors involved in political reform, ensuring more robust consultation and participatory planning with local populations and stakeholders, and encouraging improved community relationships and social cohesion. Assistance in health promotes the capacity of the health system to deliver high quality healthcare, and for Rwandans to utilize and apply high-impact health practices.

USAID/Rwanda's 2015-2019 Country Development Cooperation Strategy (CDCS) identifies scale up non-agriculture employment opportunities—especially those prioritizing youth as a primordial approach to support the GOR goal of transitioning to a knowledge-based economy. The Mission believes that this transformation which will increase the income of rural Rwandans, especially women and youth, will significantly contribute to the reduction of malnutrition.

### **BASIC FUNCTION AND RESPONSIBILITIES OF THE POSITION:**

The basic function of this position is to serve as a technical advisor for USAID/Rwanda's agribusiness and enterprise development programs and projects within the Economic Growth (EG) Office. The Rural Enterprise Development and Entrepreneurship Specialist will advise on matters relating to the Mission's agribusiness portfolio and rural enterprise development and provide substantive advice and support in the formulation and administration of the Mission's investments as they relate to agribusiness and rural enterprise development. The Rural Enterprise Development and Entrepreneurship Specialist is required to perform a full range of program, advisory, monitoring, and evaluation functions for all facets of the high-visibility, significant activities funded by the EG Office with multi-sectoral scope. The Rural Enterprise Development and Entrepreneurship Specialist facilitates and maintains technical discussions with the Government of Rwanda (GOR), the Rwandan private sector, non-governmental organizations (NGO), other U.S. Government (USG) agencies, multilateral donors, and implementing partners.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **a) Technical leadership in Strategic Planning, program development and activity design (40%)**

1. Provide strategic, technical and organization leadership in agribusiness and rural enterprise development. Provides advice to the EG office on key rural enterprise development activities, including entrepreneurship and youth employment, to identify, develop and leverage opportunities in the promotion and diversification of rural enterprises. The incumbent advises and updates the team on key policy changes by the GOR affecting USAID investment in agribusiness, rural enterprise development and entrepreneurship.
2. Provide opportunities to influence program policy and design, and s/he serves as a key advisor in developing new activities. In this, s/he is closely involved with the USG inter-agency team, host country officials and the consultants in the development of new activities, writing requests for proposals, requests for assistance, and other procurement documents.
3. Conduct research on social, political, cultural and economic factors pertaining to agribusiness in Rwanda. Contribute to the development of the Mission's overall conceptual framework and formulates plans for implementation.
4. Coordinate with USAID funded agribusiness and rural enterprise development activities to assess the adequacy of activity implementation and may propose revisions of scope to increase activities' effectiveness, recommending to the Economic Growth Office continuation, revision or cancellation of USAID/Rwanda funding in a given activity with adherence to the EG Performance Monitoring Plan and Results Framework.
5. Develop and sustain collaborative, professional relationships with officials of other USG agencies and GOR, business leaders, other donors, international organizations, economic development research and institutions in order to optimize coordination, results, and sustainability.
6. Represents the USAID/Rwanda EG Office to external development partners in a wide variety of events, including conferences, workshops, donor sub-group meetings, GOR meetings, agriculture sector working group meetings and other relevant forums.

### **b) Activity management and administration (30%)**

The incumbent will perform the function of Contracting/Agreement Officer's Representative (C/AOR) as designated by the Mission Contracting/Agreement Officer for the management of contracts, cooperative agreements and/or grants. Specific duties include:

1. Provide technical and organizational leadership on the design, implementation, monitoring and evaluation of assigned projects.
2. Provide expert technical advice and direction to institutional contractors, grantees, GOR officials and other stakeholders as warranted.
3. Review and approve implementing organizations' work plans and technical reports, verify that they met the acceptance standards and delivery schedules, as specified in the contract/agreement.
4. Manage financial matters related program activities, such as providing administrative approval of vouchers, planning and preparing for annual incremental funding and other

financial administrative activities as needed, to ensure that fiscal needs of the recipient organizations are met in a timely manner.

5. Ensure activities are appropriately documented in required reports and through regular updates given to USAID stakeholders and external development partners, including the annual report, portfolio reviews, annual budget and pipeline analyses, Congressional presentations, briefings and talking points.

**c) Policy Analysis (10%)**

The incumbent's duties will include:

1. Keep the team abreast of current events in area of expertise in Rwanda that impact on its mission or cooperation. Advise Mission management and other office staff of developments relevant to activity implementation.
2. Conduct consultations with stakeholders and track legislative development.
3. Collect, analyze, and synthesize policy information to inform and strategically guide program planning.

**d) Monitoring, evaluation and reporting (20%)**

The incumbent's duties will include:

1. Work with the Mission Monitoring and Evaluation team and project manager to ensure that indicators to measure program impact across the EG portfolio are tracked accurately and used to revise EG office and Mission strategies as necessary.
2. Coordinate with other EG office members to ensure data submitted on activities are complete and consistent for reporting in the annual report, portfolio review, annual budget, pipeline analyses, and other required reporting.

**II. Period of Performance**

The Personal Services Contract will be for (24) months, with possible extensions, subject to availability of funds. Extensions will be contingent on the need of continued services, satisfactory performance and availability of funds.

**III. Qualifications/Selection Criteria:**

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.

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

a)	<i>Education</i>	<i>10 points</i>
b)	<i>Work Experience</i>	<i>35 points</i>
c)	<i>Communication</i>	<i>15 points</i>
d)	<i>Skills and Abilities</i>	<i>25 points</i>
e)	<u><i>Knowledge</i></u>	<u><i>15 points</i></u>
	<b><i>TOTAL</i></b>	<b><i>100 points</i></b>

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

- a. **Education: (10 points)** Bachelor's degree in Business Administration, Finance, Marketing, Economics, International Development or related fields required with strong technical emphasis or specialization in the area of business development, finance, youth employment, and competitiveness in agriculture.
- b. **Work Experience: (35 points)** The incumbent is required to have a minimum of five (5) years of experience in the indicated field of specialization with project management, project design, and project development experience. Experience as a program manager with large international organizations is highly desirable.
- c. **Language and Communications: (15 points)** Level 4 – fluency in English (written and oral) language. Given the nature of the position, effective written and oral communications are absolutely critical to perform successfully in this position. The incumbent must be able to communicate effectively and accurately. The incumbent must be able to draft reports, correspondence, briefings and other written products in accurate and grammatically correct English with little or no editing required, often under tight deadlines.
- d. **Skills and Abilities: (25 points)** a. Work effectively in teams. The ability to participate in and/or lead internal and external teams, adapt to the existing management team, and be a good listener is essential. The incumbent must be able to respond professionally and adjust priorities in often fluid, changing, and challenging situations with minimal guidance. The incumbent must be able to resolve complex planning and implementation issues with colleagues in technical offices and other parts of the mission that may arise during the course of work, for which there often is not a clear solution. Excellent interpersonal skills, including diplomacy and tact, to work effectively with people at all levels, from senior officials to support staff, accepting divergent points of view, able to set forth new ideas, and able to help find consensus to achieve team goals. Able to lead a team when necessary, allowing for two-way communication, bringing divergent views together to consensus, and exercising fair judgment and decision-making. Ability to work in and appreciate a culturally diverse office.

a. Communicate effectively. The incumbent must be able to communicate information in a transparent, accurate, concise and meaningful oral and written form. The incumbent must be able to exercise excellent communication skills to appropriately represent USAID/Rwanda's programs and priorities to a wide range of outside parties including corporate representatives and Rwandan officials; USAID senior management; and others. Verbal communication skills will be used to negotiate partnership parameters, manage expectations of resource partners, and to resolve activity implementation issues with counterparts, partners, and team members. The incumbent must use excellent communication skills to establish and develop sustainable working relationships within the USG Mission. Ability to establish and maintain effective working relationships with implementing partners, private sector partners, other donor partners, and both central and district level Government of Rwanda counterparts is a must. The incumbent must have the ability to communicate effectively, both orally and in writing – and be able to help others do the same.

b. Achieve results. The incumbent must be able to independently conceive, plan, organize, manage, and evaluate important, diversified and complex work projects efficiently and accurately for individual and team work. Such skills are essential to meet deadlines and to ensure that activities for which the incumbent has the lead go smoothly, particularly in the event of competing priorities and/or time pressures. The incumbent must possess excellent technical and project management skills to review and provide substantive feedback on documents including concept papers, proposals, program descriptions/scopes of work, annual submissions for performance reports, operational planning, oral and written feedback to implementing partners, and other technical and programmatic documents.

c. Be flexible and versatile. The incumbent must possess the ability to remain calm in a fast moving work environment. The incumbent must also be able to work calmly, tactfully, and effectively under pressure and to demonstrate flexibility to manage more than one activity at a time in the performance of daily duties and responsibilities.

e. Be a thought leader. The incumbent must have the ability to identify significant economic, political and social trends in the host country and assess their importance and impact on USAID development assistance objectives and programs. S/he should exhibit critical thinking for addressing current assistance challenges, as well as mitigating near future challenges through creative solutions. The incumbent must be able to draft factual and interpretive reports that cover complex subject-matter, and provide recommendations for intervention.

f. Have excellent computer skills. The incumbent must possess excellent computer skills, including Microsoft Office, web-based databases, and electronic filing, including the ability to help others, and the ability to learn new programs quickly is required to adequately perform in this position.

- e. **Knowledge: (15 points)** The incumbent must exercise a considerable degree of specialized knowledge and expertise to be applied in identifying and analyzing complex issues related to

EG programs. The incumbent is required to understand and appreciate the USG Mission's strategic direction, its chief accomplishments and its challenges in order to skillfully articulate the rationale, objectives and priorities for the provision of US foreign assistance to Rwanda.

#### **Past performance / Professional reference checks:**

Applicants must provide at least three references and provide current contact information, including both an e-mail address and a telephone number.

#### **IV. Compensation**

This position is classified at GS-12 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

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 of your annual health insurance, or the maximum U.S. Government contribution announced periodically by USAID's Office of Acquisition & Assistance 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; or 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 from the contact person for this solicitation.

Benefits that are excluded include:

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. 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 his/her salary.

#### **V. 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](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-part2635.pdf> or <http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

## VI. 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, 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, tolls, 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 are **required** to address the above selection criteria 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 factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. 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 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) Applicants are required to submit a written cover letter of not more than one page.
  - e) Applicants are required to submit Form AID 302-3 must be signed and those submitted unsigned will be rejected.
2. Applicants should retain for their record copies of all enclosures that accompany their submissions.
  3. The solicitation number 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. Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted by telephone. A writing test and samples of past work may be required.

**[END OF SOLICITATION]**