



USAID | RWANDA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: SOL-696-16-000008

ISSUANCE DATE: October 03, 2016
CLOSING DATE/TIME: October 21, 2016 at 1:00 pm
(Kigali Time)

SUBJECT: Solicitation for U.S. Personal Services Contractor – Senior Acquisition and Assistance Specialist.

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified United States (U.S.) citizens to provide personal services under contract as described in this solicitation.

Applications must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned applications will not be considered. Applicants should retain copies of all application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any costs incurred in the preparation and submission of the application.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Zachary Clarke
Contracting Officer

ATTACHMENT 1**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** SOL-696-16-000008
2. **ISSUANCE DATE:** October 03, 2016
3. **CLOSING DATE/TIME:** October 21, 2016 at 1:00 p.m. (Kigali Time)
4. **POSITION TITLE:** Senior Acquisition and Assistance Specialist
5. **MARKET VALUE:** Position is classified at GS-13 with annual salary range of \$73,846 to \$93,542 p.a. Final compensation will be negotiated within the listed market rate.
6. **PERIOD OF PERFORMANCE:** 2 Years. Level of effort is full time (40 hours per week).
7. **PLACE OF PERFORMANCE:** Kigali, Rwanda
8. **SECURITY LEVEL REQUIRE:** Facility Access Clearance Level
9. **STATEMENT OF DUTIES:**

BACKGROUND

The Government of Rwanda (GOR) has demonstrated a decisive commitment to a broad-based economic and social transformation intended to produce sustainable and equitable national development. Annual economic growth rates are among Africa's highest, and huge strides have been made in social indicators such as child and infant mortality, household income, and primary school enrollment levels. Despite this progress and an ambitious vision to attain middle-income status by 2020, 39% of Rwanda's citizens remain poor, 38% of children are stunted due to malnutrition, and the country ranks 163 out of 188 on the most recent Human Development Index

The USG is Rwanda's largest bilateral development partner, with an annual budget of approximately \$125 million. USAID managed nearly 85% of this in support of Administration initiatives such as the Global Health Initiative (GHI), the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Feed the Future (FtF), and Global Climate Change (GCC). The USAID/Rwanda Acquisition and Assistance Office provides support to the USAID/Rwanda technical staff in the management of the procurement portfolio for USAID/Rwanda.

MAJOR ROLES AND RESPONSIBILITIES:

The Senior Acquisition and Assistance Specialist will provide technical competence and leadership support to USAID/Rwanda (hereafter 'the Mission') in the following ways:

1. The PSC will provide technical assistance to the Mission in the execution of program/project-funded contracts, cooperative agreements, grants, and United States Government (USG) Agreements in

accordance with Agency Procurement Acquisition Lead Time (PALT) metrics, including providing staff support on all aspects of procurement and contract management relating to and affecting USAID's acquisition and assistance programs, policy and project planning, design, implementation and evaluation, and participating in project and mission policy formulation, project design resource assessments, sector analyses, and other studies. The PSC will serve as a primary contractual advisor to a number of programs and projects in the Mission. The PSC will prepare and negotiate modifications of basic contractual text, terms and conditions, specifications, scopes of work, program descriptions, and costs in the full range of award instruments. The PSC will plan for and provide procurement and contract management support to accomplish program objectives, and provide proper and timely administration of all assigned acquisition and assistance awards, to include clarifications and interpretations of directive correspondence, and other miscellaneous administrative modifications to procurement instruments. The PSC will seek resolution and settlement of contract disputes, termination and settlement of procurement instruments, close outs, and reporting of contractor performance. The PSC will compose and prepare all manner of contractual correspondence to include debriefing letters, responses to protest, congressional inquiries and audit recommendations.

2. The PSC's responsibilities include training expatriate and local staff in direct contracting and administration of complex projects. The PSC's responsibilities will encompass the negotiation, award, and administration of both assistance and acquisition type instruments to accomplish development goals. Specifically, in all cases the PSC will prepare pre-award documents, conduct negotiations, and prepare award documents and award file documentation for the USAID Contracting and Agreement Officer's review and signature. The PSC must be available for consultation on contracting issues with the Mission's technical staff, US Embassy staff, government officials, implementing partners, and others, as required. This effort requires extensive knowledge of Federal and USAID regulations, and the associated governing guidance (e.g., the CFR, OMB Circulars, FAM, and FTR) for all types of procurements.
3. In addition to the execution of contracts and modifications as identified above, the PSC will also research issues contained in, and draft responses to, items of correspondence as assigned. Examples include, but are not limited to: subcontract consent requests, salary approvals, equipment approvals, etc., on a wide variety of contract and assistance awards.
4. The PSC will serve as a senior and trusted policy and technical advisor to the USAID/Rwanda Contracting/Agreement Officer, USAID/Rwanda staff, the US Mission to Rwanda and the other regional USAID offices on all manner of acquisition and assistance issues; and will speak for the supervisor on technical acquisition and assistance matters as required.
5. The PSC may participate, as assigned, in the supervision of FSN acquisition and assistance staff. The PSC will train A&A Specialist staff on all aspects of acquisition and assistance procedures, policy, and document formation. The PSC will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from USAID/ Rwanda's acquisition and assistance staff; set clear individual and team work objectives; ensure that the staff carries out those assignments; and, as required, evaluate staff performance, formally and by providing ongoing feedback.

A. OTHER SIGNIFICANT FACTS:**1. Reporting Requirements**

The PSC will receive supervision, policy direction, and guidance from the USAID/Rwanda Contracting/Agreement Officer, or his/her designee.

2. Supervisory Controls

The PSC is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the PSC will be discussed with the Contracting/Agreement Officer

Overall management of the Office is in a collaborative team environment, with the PSC participating fully in the process. Specific work plans and anticipated results are developed in consultation with USAID/Rwanda Contracting Officer. The PSC performs many assignments independently, providing leadership to others involved in the management of USAID/Rwanda's A&A portfolio, and in the development, design, and drafting of the acquisition instruments. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.

3. Physical Demands

The primary location of work will be in USAID/Rwanda at the U.S. Embassy in Kigali, Rwanda. Work in the office is expected to be mostly sedentary. Secondary locations will include implementing partner offices and field offices, and project site field locations, the location of program beneficiaries in rural and in urban areas, government departments and offices of bi- and multi-lateral donors and NGOs, and attendance at conferences and training. The PSC will also face a heavy workload and in-country travel is a requirement of the position.

10. POINT OF CONTACT

Anne Gakuba, email at agakuba@usaid.gov.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**1. Education (15 points):**

- Baccalaureate degree AND at least 24 semester hours among these disciplines: accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- Completion of Federal Acquisition Certification – Contracting (FAC-C) is desirable.

2. Work Experience (30 Points)

- A minimum of 10 years of substantive and professional contracting or procurement work is required.

- Previous experience in an overseas environment is preferred.
- Experience must include the full range of contracting responsibilities, including: acquisition and assistance award execution, administration, termination, cost and price analysis; procurement planning, and analysis and evaluation of proposals; negotiation of changes; execution of options; investigation and resolution of contractor delays; contractor performance appraisal reports; resolution of claims and contractor disputes.
- Experience shall demonstrate knowledge of contracting laws, regulations, policies, and procedures; the ability to lead others; knowledge of cost principles; knowledge of cost plus/award fee and performance based contracting procedures; and, the ability to effectively communicate orally and in writing.
- Experience that demonstrates pre-award negotiation skills and demonstrated experience in making formal presentations is required.

3. Knowledge (20 Points)

- Knowledge of procurement regulations and contracting principles including the latest acquisition procedures and techniques is required.
- An understanding of U.S. Government procurement rules and regulations is imperative.
- Knowledge of the Federal Acquisition Regulations (FAR) and the ability to work with the regulatory context of the FAR.
- Knowledge of the USAID's Acquisition & Assistance Policy Directives (AAPDS) and Contract Information Bulletins (CIBS), and the ability to work with the regulatory context of these Agency policies.
- Knowledge of USAID's Agency Automated Directives Systems (ADS) regulations; specifically all 300 series references.

4. Abilities and Skills (15 Points)

- Must be able to work in a highly demanding environment and capable of handling tasks with varying deadlines.
- Must have good teamwork and interpersonal skills.
- Must be able to communicate complex and difficult policy and programmatic issues in a manner understandable by knowledgeable laypersons without oversimplifying.
- Must be able to maintain and adhere to high standards of professional conduct.
- Must be able to function as a team leader during contract negotiations, and personally negotiate the majority of assigned contracts.
- Skill to manage and coordinate activities sufficient to contract a variety of actions concurrently is essential.
- Versatility in the use of computers, especially Word and EXCEL is a must.
- The ability to plan, organize, and manage complex negotiations and meetings is very important.
- Leadership and supervisory management skills are desired.
- Proven ability to train/transfer knowledge regarding USG contracting rules, regulations, procedures, proposal evaluation, contract creation, and monitoring.
- Manage workload while adhering to established deadlines.

5. Communication Skills (20 Points)

- Fluency in both spoken and written English is required.
- Demonstrated ability to write and edit complex letters, emails, and memorandums.
- A sound ability to process information from a wide variety of sources into cohesive, polished documents is highly desirable.
- Ability to speak and read French is desirable.

III. EVALUATION AND SELECTION FACTORS

USAID/Rwanda expects to award a two year personal services contract. Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct telephonic interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

The incumbent must be:

- In possession of, or able to obtain, a Facility Access level security clearance;
- In possession of, or able to obtain, a State Department medical clearance for assignment to Kigali, Rwanda. Details of how to obtain US Department of State medical clearance will be provided.
- Complete Foreign Affairs Counter-Threat (FACT) Training before arriving in Kigali, Rwanda.
- Available and willing to work outside the regular 40-hour workweek when required or necessary.
- Applicants must address all the below elements as part of their offer in response to this PSC solicitation.

IV. APPLYING

For applicants to be considered for this position the following guidelines will be adhered to and forms completed, signed and submitted, to allow the evaluation committee to thoroughly and objectively review your application vis-a-vis the requirements of the position.

i). Marking Applications: To ensure consideration of applicants for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter, as well as using the address/delivery point specified in this solicitation.

ii). CV: An up-to-date curriculum vitae (CV) or resume. Your 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. Applicants are encouraged to write a brief appendix to demonstrate how prior experience and/or training addresses the minimum qualifications and evaluation criteria set forth in the solicitation.

iii). Form AID-302-3: The submitted form must be signed and completed as much as possible and may reference the CV/resume for a greater detailed explanation of work experience rather than repeat it in the Form AID-302-3. Form AID-302-3 is available at the USAID web site, <http://auslnxapvweb01.usaid.gov/forms/formsnumeric.html>, or at USG offices

iv). References: Three (3) to five (5) references, who are not family members or relatives, with working telephone and e-mail contacts. The references must be able to provide substantive information about your past performance and abilities. Reference checks will be made only for applicants considered as finalists. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter. The interviewing committee will delay such reference check pending communication with the applicant.

Submittals shall be in accordance with the attached information at the place and time specified. In order to be considered for the position a candidate must meet the Minimum Qualifications listed in the solicitation. Consideration and selection will be based on a panel evaluation of the applications vis-a-vis the Evaluation Criteria. Applicants should note that the salary history for the purposes of the AID 302-3 form is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc. Applicants are reminded and required to sign the certification at the end of the AID 302-3 form.

Applications must be signed and dated. In addition, hard copies of certain documents may be requested. Applicants are responsible for submitting the AID 302-3 form, so as to reach the Government office designated in the solicitation by the closing date and time specified in the solicitation. An application received after the closing date and time will be considered late, unless there is acceptable evidence to establish that it was received by the Government institution prior to the time and date specified in the solicitation and in accordance with Federal Acquisition Regulation (FAR) 15.412.

USAID/Rwanda reserves the right not to award any contract as a result of this solicitation. Only short-listed candidates will be contacted.

Methods of Submission of an Application:

Electronic submission is authorized and the most 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.

v). Late Submissions: Qualified individuals should note that applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless Contracting Officer determines that the documents were mishandled by the receiving agency. The closing time for the receipt of applications is 5:00 pm, local time, on the date specified on the covering letter to this solicitation. You are directed to Federal Acquisitions Regulation, Part 15.208 “Submission, modification, revision, and withdrawal of proposals” for further information. USAID/Rwanda reserves the right not to award any contract as a result of this solicitation.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the CO informs the successful Applicant about being selected for a contract award, the CO will provide the successful Applicant instructions about how to complete and submit the following forms.

Medical History and Examination (DS 6561)
 Declaration for Federal Employment (OF 306)
 Foreign Activity Date (AID 6-85)
 Finger Print Card (SF-87 or FD 258)

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC policy, and as appropriate, a PSC is normally authorized to receive benefits and allowances in accordance with the AIDAR Appendix D; however, as conditions at post change, benefits and allowance may also be changed.

A. Benefits

- Employee's FICA Contribution

- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual and Sick Leave
- Medevac Insurance
- Annual Increase (pending a satisfactory performance evaluation)
- Access to Embassy medical facilities
- Cost of Travel to/from Post

B. Allowances (If Applicable):

- Post Differential (Section 500)
- Living Quarters Allowance (Section 130)
- Temporary Lodging Allowance (Section 120)
- Post Allowance (Section 220)
- Supplemental Post Allowance (Section 230)
- Separate Maintenance Allowance (Section 260)
- Education Allowance (Section 270)
- Education Travel (Section 280)
- Post Differential (Chapter 500)
- Payments during Evacuation/Authorized Departure (Section 600)
- Danger Pay Allowance (Section 650)

VII. TAXES

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

VIII. ACQUISITION AND ASSISTANCE POLICY DIRETIVES (AAPDS) AND CONTRACT INFORMATION BULLETIN (CIBS) PERTAINING TO PSCs

1. AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this web site – <http://www.usaid.gov/work-usaid/aapds-cibs> to determine which AAPDS/ CIBs apply to this contract.

2. AIDAR: The Agency for International Development Acquisition Regulation (AIDAR) Appendix D - Direct USAID Contracts with U.S. Citizens or U.S. Residents for Personal Services Abroad found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf> is the primary regulation governing USPSCs for USAID.

[END OF SOLICITATION]