



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-16-000011
Issuance Date: September 9, 2016
Closing Date/Time: September 23, 2016 at 5:00 pm (Kigali Time)

SUBJECT: Solicitation for Resident Hire US Personal Services Contractor (PSC) for Acquisition and Assistance Advisor

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/Rwanda 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: KIGALIHR@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 application. 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-696-16-000011

1. **SOLICITATION NO.:** SOL-696-16-000011
2. **ISSUANCE DATE:** September 09, 2016
3. **CLOSING DATE/TIME:** September 23, 2016 at 5:00 pm (Kigali Time)
4. **POSITION TITLE:** Acquisition and Assistance Advisor
5. **MARKET VALUE:** Position is classified at GS-13 with annual salary range of \$73,846 to \$96,004. 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 Contracting Officer
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)

BACKGROUND

USAID/Rwanda/OAA supports the Rwanda Mission and the Burundi Office. The office includes one Supervisory Contracting Officer, one TCN Senior A&A Specialist, two FSN A&A Specialists and an A&A Assistant.

The USG is Rwanda's largest bilateral development partner, with a FY 2015 program budget of \$126 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 USG's overarching goals in Burundi are to prevent mass atrocities and ensure that the ruling party and opposition engage in a mediated dialogue process leading to a peaceful political solution to the crisis. President Nkurunziza's decision in April 2015 to run for a third term in Burundi resulted in a devastating and unabated security and political crisis that has the potential to spiral downward into more widespread violence.

The A&A Office provides a full range of A&A services, including the negotiation, execution, and management of a complex portfolio composed of direct contracts, grants and cooperative agreements. In the coming year, the A&A Team anticipates awarding an additional approximately 25 awards valued at nearly \$160 million. Overall, the team currently manages 45 mechanisms

(excluding Personal Services Contracts (PSC)) with a total life-of-project value of approximately \$450 million.

BASIC FUNCTION AND RESPONSIBILITIES OF THE POSITION:

The incumbent has responsibility for managing the procurement portfolio of a large program of the Rwanda Mission and responsibility for cross-cutting initiatives within the Acquisition and Assistance (A&A) Team.

The incumbent shall be required to perform independently in a program requiring complicated and sensitive contracting operations. In this portfolio, most of the acquisition and assistance processes involve complex, multi-million dollar contracts, grants and cooperative agreements, many of which are structured with a prime contractor/grantee having two or more subcontractors/sub-grantees and requiring substantial contract administration. The A&A Advisor shall be required to apply a broad range of highly specialized acquisition and assistance functions. The A&A Advisor plays a key role in negotiating, administering, and modifying various types of contracts for the acquisition of services, equipment, supplies, materials, and other needs for projects having a strong contracting orientation.

Additionally, the A&A Advisor will support training initiatives within the team and is expected to work with the two A&A Specialists and the A&A Assistant on an individual basis to support their professional development. The A&A Advisor will be responsible overseeing A&A initiatives within the Mission.

MAJOR DUTIES AND RESPONSIBILITIES

Major duties and responsibilities are comprised as follows:

- a. Pre-Award duties and responsibilities (40%)
- b. Post-Award duties and responsibilities (30%)
- c. A&A Team Initiatives (30%)

The A&A Advisor is responsible for managing a procurement portfolio and performing acquisition and assistance functions for the Rwanda Mission and Burundi Office. Transaction levels for both acquisition and assistance will typically range in size from \$50,000 to \$50,000,000 in estimated value per transaction. All acquisition and assistance methods are employed, including full and open competitive action done through negotiation or sealed bidding, task orders, delivery orders against established indefinite quantity contracts, interagency agreements, cooperative agreements, grants, simplified acquisition, etc. Supervision is provided by the USDH Contracting/Agreement Officer. As a fully empowered representative of the Acquisition and Assistance Office (A&A), The A&A Advisor is a CORE Team Member on multiple Mission Development Objective (DO) Teams covering different development sectors and advises Mission and DO Team management on the interpretation and application of acquisition policies and regulations to specific acquisition and assistance activities, both operational and project support.

The incumbent will support development objective teams in selecting the appropriate contracting/assistance mechanism and will be heavily involved in new project designs from an A&A perspective.

The incumbent will work collaboratively with Development Objective Team (DOT) members/Activity Managers to define contractible, performance-based statements of work or program descriptions incorporating results orientation. Moreover, the incumbent shall prepare all required supporting documentation and manage the entire effort through to completion and closeout of the award. The incumbent must be able to provide authoritative technical guidance to Contracting Officers Representatives/Agreement Officers Representatives (CORs/AORs) in the performance of their procurement related responsibilities. The A&A Advisor may be asked to design training modules for the AORs/CORs as needs arise.

A comprehensive knowledge of the Acquisition and Assistance process is required since the incumbent is responsible to train Mission staff and partners. The A&A Advisor must develop a clear understanding of the differences between acquisition and assistance so that he/she can effectively and accurately represent U.S. Government policy not only to outside organizations but also to programmatic and administrative officials within USAID/Rwanda. Moreover, the A&A Advisor must rapidly develop sufficient expertise to be able to discuss and assess procurement issues with a degree of expertise sufficient to form the basis of well-founded recommendations to the Contracting/Agreement Officer.

The incumbent is expected to complete specialized training and Acquisition and Assistance, such as the USAID Assistance Course and the Acquisition and Assistance Management Course (A&A 104).

a. Pre-Award Duties and Responsibilities: (40%)

Participates in procurement planning functions which may include reviewing strategic objective agreements/results frameworks, participating in program planning meetings and identifying components of the plans that should be accomplished through the participation of outside provider organizations.

Advise DOT members/Activity Managers of the selection of appropriate acquisition and assistance mechanisms of accomplishing agency programmatic objectives; identify acquisition issues/potential problems requiring guidance from the Regional Legal Officer; make choice of instrument recommendations to the Contracting/Agreement Officer

Collaborate with DOT members/Activity Managers in the preparation of advance procurement planning documents for each proposed action which reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step and a commitment to maintain the agreed-upon schedule. Keep the Contracting/Agreement Officer informed of anticipated workload demands.

Assist DOT Activity Managers in the preparation of required descriptions of the proposed activity including, as appropriate, statements of work, specifications, program descriptions, program announcements, evaluation criteria, etc. Such assistance may take the form of participation in the original drafting process, review of drafts, training in the preparation of such documents or on USAID regulations as contained in AIDAR, ADS, and AAPDs, and in the Federal regulations under FAR, CFR, OMB circulars, Executive Directives, and the statutes. Such documents must adequately reflect and protect U.S. Government interests in the accomplishment of the programmatic objectives and comply with pertinent statutory, regulatory, and policy requirements.

Review incoming GLAAS requisitions and supporting documents to ensure compliance with all agency and mission requirements and appropriateness for the proposed action. Ensure proper recording and processing of A&A award information in the Agency's Acquisition and Assistance Information Systems.

Prepares all required pre-solicitation documents, including determinations and findings, synopses, justifications, IFBs, RFPs, and/or RFAs. When necessary, conduct pre-award conferences with potential offerors. Advise the Contracting/Agreement Officer concerning such matters as the adequacy and choice of evaluation criteria, type of contract, the extent and mechanisms of advertising, the appropriateness of the time permitted for bid or pre-proposal preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations. Most importantly, the incumbent shall ensure that procurement integrity is upheld and maintained for all actions and by all members who participate in the evaluation of those actions.

Prepare solicitation/application documents which reflect Federal Grant Law and USAID regulations governing assistance instruments or federal acquisition and USAID regulations, policies and procedures, as applicable. Issue necessary amendments to answer questions concerning such topics as specification changes, language ambiguities, clarification of contract clauses, etc.

Control the flow of information from the Mission to the offering community during the proposal preparation stage ensuring that all requirements of full and open competition are met and that the integrity of the procurement process is upheld.

Evaluation and In-depth Cost Analysis of bids/offers: Evaluates bids and offers for responsiveness to the particular solicitation and documents the relative strengths and deficiencies of each proposal. Guides the DO/Project team in best practices of 'best value' selection, and performance-based technical approaches. Obtains reports and references, ensuring that offeror's past performance has been relevant and of a high quality.

Ensures that offerors have adequate management, accounting, personnel, and procurement systems, corporate leadership, available resources, and quality control to satisfactorily carry out contracts. Requests audit reports or pre-award surveys from the Office of the Inspector General, Defense Contract Audit, Agency and obtains clearance from the U.S. Department of Labor and/or the Small Business Administration on a variety of EEO and workplace issues.

Analyzes cost proposals and technical scores from the technical evaluation committee, and based on this analysis, establishes the competitive range and presents documentation for signature to the Contracting/Agreement Officer.

Performs extensive analysis on cost issues with consideration to economic conditions & factors of material, labor, and transportation costs. Closely examines cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit. Determines reasonableness of costs submitted. Ensures that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies. Identifies circumstances that will call for a waiver.

Coordinates issues of technical weakness and excessive costs with the Project team prior to the commencement of negotiations. Clarifies, and, as necessary, instructs the members of the Project team, host country counterparts, and other Mission staff on the USAID procurement process as implemented in the Agency.

Formulates the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors. Conducts extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern and persuades offerors to upgrade technical deficiencies and reduce costs where appropriate. Requests submission of Revised Final Proposal and prepares appropriate contract or grant

instruments for award. Coordinates last stages of selection with the Project and technical evaluation team(s). Similarly, s/he negotiates and awards grants and cooperative agreements with U.S.-based and indigenous PVOs and NGOs, colleges and universities and other non-profit organizations. Analyzes transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. S/he coordinates contracting activities with other government agencies frequently negotiating and drafting interagency agreements.

Represent the Contracting/Agreement Officer in the evaluation of bids and proposals, ensuring compliance with all published evaluation criteria and factors, and Federal and USAID regulations, policies and procedures. Provide instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Obtain pricing assistance as necessary and available and perform cost or price analysis, as appropriate and document findings. Advise the Contracting/Agreement Officer concerning the make-up of the competitive range in competitively negotiated acquisitions.

Prepare pre-negotiation strategies which address price, profit/fee, terms special conditions, as applicable; prepare requests for confirmation of the results of the negotiation, including requests for final revised proposals or revised program descriptions/financial plans, as applicable. Document the results of the negotiations in the negotiation memo and make responsibility determinations, which may require either performing or requesting pre-award, financial and program management reviews as circumstances dictate or permit.

Prepare award document that reflect the results of all discussions, any special needs of the project, and applicable terms and conditions.

Distribute award documents, ensure proper recording of the obligation by the Controller's office, provide all required notifications to unsuccessful bidders, offerors, and U.S. Government award publication points, arrange debriefings and ensure proper data entry and processing into USAID acquisition and assistance management information systems.

b. Post-Award Duties and Responsibilities (30%)

Responsible for contract administration within incumbent's portfolio sufficient to ensure that the terms and conditions of the award are met and that the contractor/recipient meets delivery schedules and/or performance milestones in a timely manner to achieve Mission objectives. Organizes and conducts Post-award conferences to include orientation meeting with the selected Contractor/Recipient and all cognizant Mission Support Offices, beneficiaries, and relevant implementer employees to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instruments are clear and well-understood by all parties. Provides support debriefing to unsuccessful offerors. Contract administration include, among other tasks, site visits, change orders, drafting correspondence, initiating contractor performance evaluations, monitoring of reporting requirements, advising CORs/AORs and contractors/recipients on their administration responsibilities, etc.

Advise the Contracting/Agreement Officer and prepare appropriate documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key Personnel, failure to make acceptable progress, default, payment problems, or unacceptable performance/deliveries. Recommend appropriate action on all required prior approvals for the Contracting Officer prior approval.

Manages the non-competing Continuation Application process for Assistance Instruments, including evaluating recipient performance, analyzing subsequent year work plans, and negotiating continuation funding.

c. A&A Team Initiatives (30%)

Supports the Contracting Officer on A&A team initiatives including training, and implementation of Agency priorities and new requirements.

Support the Contracting Officer in the design and delivery of training to the A&A Specialists. A primary focus of this training will be on improving final product quality as well as customer service. Additionally, the A&A Advisor will be responsible for researching new regulations and policies and briefing the team on their implementation. Finally, as the Agency transitions to more innovative procurement mechanisms/tools such as Broad Agency Announcements, Statements of Objective, Impact Bonds, etc. act a subject matter expert within the A&A team and identify opportunities for their implementation.

Support the Contracting Officer on providing training to AOR/CORs in both Rwanda and Burundi on contract/agreement administration. Additionally, provide training to technical teams on pre-award requirements and processes.

Identify opportunities to more fully implement Agency requirements such as acquisition planning, reducing procurement action lead times, and transitioning to electronic filing and signatures.

d. Supplemental Position Information

The position may require travel to Burundi and site visits to rural locations within Rwanda. Additionally, the position may require travel within the region, within Africa, or to other locations for training.

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.

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 set forth below.

a)	<i>Education</i>	<i>20 points</i>
b)	<i>Work Experience</i>	<i>30 points</i>
c)	<i>Skills and Abilities</i>	<i>15 points</i>
d)	<i>Knowledge</i>	<i>15 points</i>
e)	<u><i>Language</i></u>	<u><i>20 points</i></u>
	<i>TOTAL</i>	<i>100 points</i>

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 (20 points):** A Bachelor's degree is required; a Master's degree or juris doctorate is preferred, in a relevant field such as economics, business, international development, law or a closely related field.
- b. **Prior Work Experience (30 points):** At least 5 years of progressively responsible, professional-level experience is required; or 2 years of relevant work experience and an advance degree may be substituted. Experience in contracting, purchasing, or law is preferred.
- c. **Language Proficiency (20 points):** Level IV fluency in written and spoken English is required. Demonstrated ability to write clearly, with attention to detail, and communicate complex ideas is required.
- d. **Job Knowledge (15 points):** A working knowledge of the US Government regulations and policies is preferred, but not required. However, demonstrable knowledge of how to interpret policies and regulations and apply them in a practical setting is required. A highly specialized knowledge in all phases of the procurement processes leading to award; particularly soliciting, reviewing of applications or proposals and contract award and administration procedures, and providing technical advice in complex contractual arrangements is preferred.
- e. **Skills and Abilities (15 points):** An ability to review complex legal and policy requirements and apply them in a development setting is required. Additionally, an ability to research complex issues and synthesize information is required. The A&A Advisor must possess good organizational and management skills. An ability to produce, review and interpret contracts is preferred. Ability to work independently
- f. **Post Entry Training:** Training to maintain professional capability in the field of contracting and assistance will be provided as appropriate, subject to availability of funds.

Past performance / Professional reference checks

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.

COMPENSATION

This position is classified at GS-13 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 their salary.

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/>

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: 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 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) Written cover letter of not more than one page.
 - e) 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]