



USAID | CÔTE D'IVOIRE

DU PEUPLE AMERICAIN

SOLICITATION NUMBER: 72068119R100003

ISSUANCE DATE: February 11, 2020

CLOSING DATE/TIME: March 03, 2020 at 5 p.m. Abidjan local time

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC-Local Compensation Plan)** – Energy Specialist

Dear Prospective Offerors:

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

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

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

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Guadalupe Ramirez
Acting Supervisory Executive Office

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I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068119R100003
2. **ISSUANCE DATE:** February 11, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** March 03, 2020 at 5 p.m. Abidjan local time
4. **POINT OF CONTACT:** Edouwar N’Gatta, e-mail at abidjanaidcihr@usaid.gov
5. **POSITION TITLE:** Energy Specialist
6. **MARKET VALUE:** CFA25,055,334-CFA39,612,344 p.a., equivalent to FSN-11 In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy in Cote d’Ivoire. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
8. **PLACE OF PERFORMANCE:** Abidjan, Cote d’Ivoire with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** This position is open to all Cooperating Country Nationals
10. **SECURITY LEVEL REQUIRED:** Facility access
11. **STATEMENT OF DUTIES**

1. *Basic function of position*

The Energy Program Management Specialist (“Energy Specialist”) will be a member of the Economic Growth Team and work under the supervision of the Economic Growth Office Director on administrative and programmatic issues. S/he will provide services and support to that office, as well as other teams within USAID/Côte d’Ivoire, as directed by the USAID/Côte d’Ivoire Economic Growth Office Director. The Specialist will take primary day-to-day responsibility for the implementation of Cote d’Ivoire’s Power Africa program. The Specialist will serve as the primary point of contact for Power Africa coordination and implementation within USAID/Cote d’Ivoire, working closely with stakeholders including the Power Africa Coordinator’s Office; USG agencies such as the Export Import Bank (Ex-Im), the US International Development Finance Corporation (DFS), and the State Department; development partners such as the African Development Bank (AfDB) and the World Bank; and other Power Africa implementers including the West Africa Regional Transaction Advisors (based in Dakar, Senegal and Abidjan, Cote

d'Ivoire) and the regional Clean Energy Advisor (based in Accra, Ghana). As required, the Specialist will serve as Activity Manager for specific elements of the Power Africa program.

S/he must provide programmatic and strategic support to the Economic Growth Office, drawing on an in-depth understanding of the electricity sector technology and investment, associated policy frameworks, and issues related to the GoCI, and relevant private sector entities, trade and infrastructure. S/he must have the capacity and demonstrated expertise to represent USAID and Power Africa in interagency and international settings, at meetings with government officials, and with technical counterparts, donors, non-governmental organizations, and implementing partners.

S/he must have skills to overcome work-related difficulties and challenges, and must be able to assimilate, analyze and respond to rapidly changing circumstances and help USAID projects achieve results. Outstanding leadership, communication and interpersonal skills, as well as the ability to communicate cross-culturally and exhibit cultural sensitivity are essential.

2. Major duties and responsibilities

a. Power Sector Engagement and Technical Coordination (65%)

Coordinate scale-up and implementation of the USAID/Côte d'Ivoire Energy Program, including supervising the work of implementing partners, monitoring and evaluating implementation progress and budgets, performing site visits, and providing feedback and progress reports to senior USAID staff. Lead and Manage USAID's technical assistance instruments (Contracts, Cooperative Agreements, grants and/or Implementation Letters) as the Contract or Agreement Officer's Representative (COR/AOR) and Alternate. Serve as back-up for the coordination and implementation of technical support and assistance to regional energy institutions including WAPP, ECREEE, and ERERA. Lead USAID/Côte d'Ivoire's implementation of Power Africa activities, as well as other relevant USG initiatives including Enhancing Capacity for Low Emissions Development Strategies (EC-LEDS), GCC, the Partnership for Growth (PfG), Climate Economic Analysis for Development, Investment and Resilience (CEADIR), and others in Côte d'Ivoire. Support development of initiatives, policies, and partnerships to accelerate deployment of off-grid, mini-grid, and small-scale energy solutions, as appropriate. Support timely roll-out of: energy related activities and transactions; developing, tracking and monitoring milestones; and preparation of reports pertinent to performance monitoring and evaluation.

b. Program Management (25%)

Engage USAID/Côte d'Ivoire's efforts to provide professional advice to the GoCI on sector reform, including appropriate models for private sector participation, approaches to improving utility management and operations, and development of an enabling legal and regulatory framework and institutions. Facilitate dialogue with GoCI authorities, USG stakeholders, donors and partners to reach consensus on and ownership of program objectives and activities.

c. Preparation of Key Mission Documents (10%)

Coordinate relevant program outreach efforts, including public events, press releases, and close coordination with the USAID/Côte d'Ivoire Development, Outreach and Communications (DOC) Specialist, the Power Africa Communications team, and other USG partners.

3. *Supervisory Relationship*

The Energy Specialist will receive supervision, policy direction, and guidance from the USAID/Côte d'Ivoire Economic Growth Office Director. Performance is evaluated annually based on an agreed annual work plan.

4. *Supervisory Controls*

No supervisory responsibilities are assigned to this position

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

a. Education: A Bachelor's degree in a technical field related to energy and/or power, investment in the power sector or other infrastructure or finance.

b. Prior Work Experience: Minimum of 5 years of professional experience, with a critical focus on one or more of the following subject areas: energy technology/finance/policy, or energy economics. An in-depth understanding, based on practical experience, of the current status of power systems in West Africa is required

c. Language Proficiency: Level IV (Fluency) Writing and Speaking in both English and French is required.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>

The evaluation factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be tested and/or interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

- A. **Education (10 points):** A Bachelor's degree in a technical field related to energy and/or power, investment in the power sector or other infrastructure, finance, or other relevant field.
- B. **Work Experience (40 points):** Minimum of 5 years of professional experience, with a critical focus on one or more of the following subject areas: energy technology/finance/policy, or energy economics. The applicant must also have experience working closely with the West African Power Pool (WAPP), the ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE) and the ECOWAS Regional Electricity Regulatory Authority (ERERA) on energy access, investment, and/or trade. An in-depth understanding, based on practical experience, of the current status of power systems in West Africa is required. S/He must demonstrate track record and experience in the knowledge of USAID activity design, implementation, assessment, and reporting as well as experience working under the Power Africa Initiative.
- C. **Language Proficiency (10 points):** Level IV (Fluency) Writing and Speaking in both English and French is required. There will be testing to validate language fluency
- D. **Job Knowledge (20 points):** Advanced technical understanding, obtained through practical experience, of clean energy technologies, energy-related public policy and finance, and investment. Knowledge and understanding of infrastructure and energy issues in West Africa, including the current status of regional power systems. Management of USG, World Bank, African Development Bank, or other donor-funded infrastructure projects. Advanced knowledge of USAID program design and implementation, assessment, and reporting processes.
- E. **Skills and Abilities (20 points):** The Energy Specialist must be able to build and maintain effective working relationships with senior-level counterparts in relevant government entities, USG agencies, and other development partners. S/He must be able to analyze complex challenges in energy and infrastructure, and to design and implement interventions in response. Strong analytical, communication, and problem-solving skills are required. The applicant must also be willing and able to travel extensively within West Africa, as directed by the Regional Economic Growth Office.

S/He must be able to manage implementing partners and ensure that they meet all relevant standards and reporting requirements. S/He must be capable of producing quality work on deadline, under pressure.

IV. SUBMITTING AN OFFER

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration

1. Eligible Offerors are required to complete and submit:
 - The offer form AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>
 - A Signed cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
 - Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.
Interested Applicants must cite the solicitation number and position title within the subject line of the email. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered. Applications must be received by the closing date and time specified.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:

Health Insurance
Social Security Contribution
Local and American Holidays
Salary Advance (0% interest)
Annual Bonus

2. ALLOWANCES (as applicable):

Miscellaneous Benefits Allowance
Meals Allowance
Transport Allowance

VII. TAXES

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

CLEARANCE PAGE for solicitation 72068119R100003 – Energy Specialist –
USAID/Côte d’Ivoire Economic Growth Office

Michael Andersson – Economic Growth Office Director – OK Date: 02/03/2020