



**ISSUANCE DATE:** August 4, 2014

**CLOSING DATE:** August 18, 2014 AT 17:00 Hours Accra Local Time

**SUBJECT: SOLICITATION # 641-14-005 RESIDENT HIRE U.S. PERSONAL SERVICES CONTRACTOR – PROGRAM AND PROJECT DEVELOPMENT ADVISOR**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/Ghana (USAID/Ghana), is seeking applications from qualified U.S. citizens currently residing in Ghana and interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position, a candidate must meet at least the minimum qualifications listed in the solicitation. The Program and Project Development Advisor position will be located in Accra, Ghana.

All applications packages are to be submitted to:

Via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov). Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

**OR**

Via courier **Regional Executive Office  
USAID/West Africa  
No. 24 Fourth Circular Rd. CT  
P.O. Box 1630  
Accra, Ghana**

Applicants are required to sign the OF-612 form. Incomplete and unsigned applications will not be considered for the position. Downloadable forms are available on the USAID website, <http://www.usaid.gov/forms>.

Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/Ghana anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Dinah McKeown at [dmckeown@usaid.gov](mailto:dmckeown@usaid.gov) or the undersigned at [jascott@usaid.gov](mailto:jascott@usaid.gov).

Sincerely,

Janine Scott  
Executive Officer

**SOLICITATION NUMBER** : 641-14-005

**ISSUANCE DATE** : August 4, 2014

**CLOSING DATE/TIME** : August 18, 2014 at 17:00 hours Accra Local Time

**POSITION TITLE** : Program and Project Development Advisor

**MARKET VALUE** : **(60,877 – 79,138)** the market value for this position is equivalent to GS-12 level. Final compensation will be negotiated within the listed market value based upon the candidate’s past salary, work history and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**PERIOD OF PERFORMANCE** : Two years with an option to renew for up to a total of five years based on continuing need for the position, satisfactory performance, and availability of funds. Level of effort is full time (40 hours per week)

**PLACE OF PERFORMANCE** : Accra, Ghana

**SECURITY ACCESS** : Must obtain Employment Authorization and medical clearance within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

**AREA OF CONSIDERATION** : Open to U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated

## 1. BACKGROUND

USAID/Ghana implements sustainable development programs throughout Ghana with an annual budget of approximately \$150 million working in the following sectors: Health; Economic Growth; Education; and Democracy, Rights, and Governance. Ghana is a focus country for several high profile U.S. Government initiatives such as Feed the Future, Power Africa, the President’s Malaria Initiative, the President’s Emergency Plan for AIDS Relief, and the Partnership for Growth.

The USAID/Ghana Office of Program and Project Development (PPD) is responsible for outreach and communications, conducting analysis, strategic planning, program budgeting, designing, monitoring, assessing, and evaluating development programs and projects pursuant to

USAID/Ghana's Country Development Cooperation Strategy (2013-2017) and the Agency policies as outlined in its Automated Directives System.

## **2. BASIC FUNCTION OF THE POSITION:**

The Program/Project Development Advisor will assist with leadership, guidance, and overall direction and support to USAID/Ghana's Managing for Results efforts, including: project design; monitoring and evaluation (M&E); organizational learning and adapting; and other related dimensions of the USAID Program Cycle. S/he will also serve as a key point of contact for the Young African Leadership Initiative (YALI) and the Mission's work with local organizations under USAID Forward Local Solutions.

## **3. DUTIES AND RESPONSIBILITY:**

### **PROJECT DESIGN (45%)**

- Advise senior managers and technical offices on the full range of project design principles and procedures, ensuring adherence to the Agency's Project Design Guidance and the Mission Order on Project Design.
- Serve as resident expert on USAID and Mission-specific processes and requirements for design and formal approval of all new and amended projects and activities.
- Serve as core member of Project Design Teams and lead Project Design Teams that are multi-disciplinary or crosscutting, involving multiple teams and offices.
- Guide Project Design Teams in the preparation of Project Appraisal Documents (PADs), advising on key components of the PAD such as the development hypothesis; program/project description; development of objectives, indicators and targets; performance management plans and project monitoring; evaluation planning; development of project budgets and obligation plans; procurement and implementation planning; and USG and USAID legal/policy/regulatory requirements.
- Facilitate the development and refinement of Logical Frameworks for PADs.
- Exercise leadership, operational support, and coordination to align USAID projects with development objectives, achieve synergies across sectors, and ensure effective implementation.
- Assist Project Design Teams in drafting waivers, activity checklists, pre-obligation checklists, and other required pre-obligation documents.
- Identify and compile data or analyses needed for the design effort.
- Organize and facilitate project reviews and develop issues papers for review meetings.
- Review PAD amendment packages, as well as amendments to Activity Approval Documents.
- Prepare Action/Approval memoranda and project authorizations.
- Coordinate responses to U.S. Embassy and USAID/Washington requests for project information.
- Review or coordinate reviews of proposals for new projects or activities, including unsolicited proposals and applications.
- Convene and lead meetings as needed to address project or activity issues.
- Work closely with Program Office colleagues and technical offices to articulate development hypotheses and develop plans for testing those hypotheses.
- Based on implementation results, new learning, and stakeholder feedback, guide Program Office and technical offices on iterative project design or implementation corrections, including the

preparation of necessary project documentation, and ensure the ongoing and evolving alignment of the portfolio with the CDCS or emerging policy imperatives.

- Guide the Program Office and technical offices on research design and methodologies, applied research studies, impact assessments, knowledge capture and sharing, and the application of learning to program and project design and management.
- Provides formal and informal training to staff in these areas of expertise.

### **MANAGING FOR RESULTS (45%)**

- Assist in development of USAID/Ghana's managing for results agenda, including monitoring, evaluation, reporting, and learning.
  - Ensure compliance with Agency and Mission policies and procedures related to M&E.
  - Help develop and implement the Mission's M&E approaches to track results via indicators at Development Objective, and Intermediate Result levels, and implementation of the Mission's AIDTRACKER Plus system over the current calendar year.
  - Assist with the implementation of the Mission Performance Management Plans for the CDCS.
  - Advise and support technical offices on data quality assessments, project and activity monitoring, site visits, and collecting performance monitoring information.
  - Advise on interpreting and incorporating program M&E findings into on-going and future activities.
  - Conceptualize, coordinate, facilitate, and contribute to Mission Portfolio Reviews.
  - Assist with the preparation of the annual Performance Plan and Report in cooperation with other USG entities at Post.
  - In collaboration with the M&E Specialist and other Program Office staff, lead USAID/Ghana's evaluation efforts, defining areas of study and considering evaluation approaches, managing evaluation plans, reviewing approaches, and co-evaluating study results with others for determining conclusions and organizational implications.
  - Advise on and/or develop Statements of Work for evaluations and assessments in accordance with USAID policy, and in consultation with technical offices.
  - Advance USAID knowledge management and learning opportunities to ensure rapid, effective sharing and application of learning in areas of keen interest across the portfolio (e.g., local capacity development, Government-to-Government assistance).
  - Assist Mission in conceiving, managing project monitoring, tracking and evaluation systems designed to assist Mission management in assessing overall program impact on development in Ghana.
- Provides formal and informal training to staff in these areas of expertise.

### **YOUNG AFRICAN LEADERSHIP INITIATIVE COORDINATION (10%)**

- Serve as primary Young African Leadership Initiative (YALI) liaison with implementing partners, government officials, the USG interagency, and other stakeholders
- Assist the YALI coordinator to maintain the YALI repository system to monitor YALI Fellow's effectively and track the progress and the success of the YALI Fellows.
- Maintain regular and consistent communication with Fellows, and bilateral missions and the Office of the Coordinator when needed.

- Encourage sharing regional best practice among posts for Fellows events.
- Collect, analyze and evaluate complex data to prepare accurate reports when needed.

#### **4. OTHER SIGNIFICANT FACTORS:**

##### **a. Knowledge Required:**

- Experience and knowledge/skills in the international development sector necessary; specifically with Project Design, Managing for Results, and Youth cross-cutting issues.
- The Program/Project Development Advisor will assist with leadership, guidance, and overall direction and support to USAID/Ghana's Managing for Results efforts, including: project design; monitoring and evaluation (M&E); organizational learning and adapting; and other related dimensions of the USAID Program Cycle. S/he will also serve as a key point of contact for the Young African Leadership Initiative (YALI) and the Mission's work with local organizations under USAID Forward Local Solutions.

##### **b. Supervisory Controls:**

- Work will be assigned by the Supervisory Program Office Director or that Office's Deputy
- Supervisory Controls: Minimal. Incumbent is expected to act independently with little direction. The incumbent will have no supervisory functions, but must coordinate his/her work closely with staff in PPDO and technical offices, as well as across the USG interagency and Government of Ghana.
- Employee will set work objectives 45 days into the position and will be evaluate on an annual basis.

##### **c. Guidelines :**

USAID Automated Directives System (ADS), USAID Agency Notices, Mission Orders and Mission Notices, Operational Plans (OP), Performance Plan and Report (PPR).

##### **d. Complexity:**

Employee is responsible for the Mission's project design, implementation and coordination of projects and activities; project and activity budgeting and resource management, partnering with other donors, host country entities, local private sector and international businesses; and project and performance monitoring and evaluation.

##### **e. Scope and Effect:**

- Provides guidance to technical teams on the relationship of projects to Development Objectives, works across several sectors to creatively identify common points of interest and best practices. Is relied upon by technical and support staff to solve implementation problems.
- Demonstrates an understanding of Agency guidance on strategic planning and project development and corresponding analytical requirements, as outlined in ADS 201 and 202. Has adequate knowledge needed to participate on Project Design Teams.

**f. Personal Contacts**

Personal contacts are with USAID/Ghana and USAID/West Africa personnel, U.S. Embassy Accra personnel, USAID/Washington, implementers and institutional contractors and governmental and non-governmental authorities.

**g. Level and Purpose of Contacts**

Must maintain senior level contacts with internal and external stakeholders including USAID and other USG officials.

**h. Physical Demands and Work Conditions**

The incumbent will be expected to travel throughout Ghana 5-15% of his/her time. While in Accra, s/he will be assigned an office at the US Embassy building.

**5. MINIMUM QUALIFICATION AND SELECTION CRITERIA**

**A. MINIMUM QUALIFICATION**

**Education:** A Bachelor’s Degree in a development field, technical area, management, economics, business or related specialty from an accredited institution is required.

**Work Experience (30 points)**

A minimum requirement for the position is five (with Master’s Degree) to seven (with Bachelor’s degree) years of progressively responsible, professional-level experience in program/project development, M&E, and implementation in a developing country context.

**B. SELECTION CRITERIA**

The position seeks an experienced development professional with solid experience in the design, implementation, monitoring, and reporting on development programs in a developing country setting. Specifically, candidates will be evaluated and ranked based on the following Evaluation Factors:

**Education (10 points)**

A Bachelor’s Degree in a development field, technical area, management, economics, business or related specialty from an accredited institution is required. In addition, professional training in one or more of the following areas is desirable:

- M&E
- Evaluation
- Program/Project Design
- Project Management
- Leadership, Teambuilding
- Knowledge Management

**a. Work Experience (30 points)**

A minimum requirement for the position is five (with Master’s Degree) to seven (with Bachelor’s degree) years of progressively responsible, professional-level experience in program/project development, M&E, and implementation in a developing country context.

- Experience leading large project designs in a developing country context.
- Experience in application of statistical methods and conducting field research in a developing country context.
- Experience guiding impact and/or performance evaluations.
- Experience in developing and leading knowledge management programs, facilitating communities of practice, and social networking.
- Experience with a wide range of development issues, such as program evaluation, youth programming, gender constraints to development, agriculture, economic growth, environment, democracy and governance, health, nutrition, and education.
- Experience working for the USG or another international development organization or non-governmental organization in an overseas context, preferably in Africa.

**b. Technical Knowledge, Skills, and Abilities (30 points)**

- Thorough knowledge of development principles.
- Expert knowledge of the project development process and principles of good project design.
- Expert knowledge of program performance monitoring and reporting; procurement policies and procedures; strategic planning; and evaluation of programs/projects/activities.
- Knowledge of USG laws, policies, regulations, and procedures related to international development assistance.
- Knowledge of the objectives and operations of the USG, or program activities of other international donor or non-governmental organizations, in Africa is highly desirable.
- Demonstrated ability to lead strategic and program planning; project and activity design; and monitoring, evaluation, and reporting.
- Demonstrated ability to educate others about strategic and program planning; project and activity design; and monitoring, evaluation, and reporting.
- Ability to accurately analyze and summarize performance data in the fields of health, economic growth, agriculture, global climate change, democracy and governance, and education.

**c. Other Knowledge, Skills, and Abilities (30 points)**

- Excellent written communication skills, with the ability to write clearly, quickly, and succinctly.
- Proven training, facilitation, mentoring, and coaching skills.
- Strong interpersonal skills, with a demonstrated ability to collaborate and work diplomatically and effectively in a multi-cultural team environment, and with a wide variety of stakeholders.
- Strong oral communication skills, including a demonstrated ability to make effective presentations.
- Demonstrated ability to produce professional-quality analytical pieces.
- Ability to exercise significant, independent professional judgment with minimal supervision and guidance.
- Ability to prioritize work and accomplish tasks in a fast-paced, complex organizational environment.
- Ability to interpret, organize, and present data to a variety of audiences.
- Computer skills, including the development and management of spreadsheets and tracking systems, proficiency in PowerPoint, and the ability to develop and manage website content.

## **Maximum Points Attainable: 100**

Candidates meeting the above required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the top ranked short-listed applicants. The interview will be one of the determining factors in the final selection.

### **Past Performance/Professional Reference Checks**

Interested applicants are advised that USAID/Ghana will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience.

## **6. INSTRUCTIONS TO APPLICANTS:**

Interested individuals are required to submit:

- Fully completed and hand-signed copy of an Application for Federal Employment Form (OF-612) available at <http://www.usaid.gov/forms/>.
- Cover letter and a current resume/curriculum vita (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.
- A minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's past performance and suitability for the position. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Applicants also must address the above Section B: Selection Criteria in a summary statement to be included in 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 provide this summary statement may result in the applicant not receiving credit for all pertinent experience, education, training, and/or awards.

## **7. LIST OF REQUIRED FORMS FOR PSCS:**

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Standard Form OF-612
- \*2. DS-6561 Physical Examination
- \*3. SF-86 Questionnaire Sensitive Positions (for National Security)
- \*4. FD 258 Finger Print Card
- \*5. AID 500-4 Fair Credit Reporting Act of 1970, as amended
- \*6. AID 500-5 Notice Required by the Privacy Act of 1974

- \*7. AID 610-14 Authority for Release of Information
- \*8. AID 6-85 Foreign Activity Data (AID 6-85a continuation page)
- \*9. AID 6-1 Request for Security Action

\* Forms 2 through 9 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

**8. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs)** contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance. Please refer to the USAID website: [http://www.usaid.gov/work-usaid/aapds-cibs-to-locate-relevant AAPDs.](http://www.usaid.gov/work-usaid/aapds-cibs-to-locate-relevant-aapds)

**9. BENEFITS/ALLOWANCES:**

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

*BENEFITS (U.S. resident-hire PSCs are not eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances.)*

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave

**FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.**

*AIDAR Appendix D - "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\ A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States."*

**(END OF SOLICITATION)**