



ISSUANCE DATE: February 12, 2016

CLOSING DATE: February 29, 2016 at 17:00 Hours Accra Local Time

SUBJECT: SOLICITATION NUMBER SOL-624-16-000004 FOR A LOCAL HIRE U.S. CITIZEN PERSONAL SERVICE CONTRACTOR FOR SCIENCE, TECHNOLOGY, INNOVATION AND PARTNERSHIPS (STIP) ADVISOR

Ladies and Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), 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.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The STIP Advisor position will be located in Accra, Ghana.

Interested candidates meeting the requirements of the solicitation must submit all the following required materials for consideration (see details on section 10):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- Supplemental document addressing the evaluation factors; and
- List of three to five professional references.

All application packages are to be submitted via email to:

Mildred Agbo at magbo@usaid.gov.

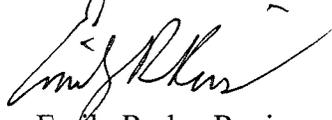
Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

Any questions concerning this solicitation may be directed to Shahid Pervaiz via email at spervaiz@usaid.gov and Mildred Agbo via email at magbo@usaid.gov no later than February 16, 2016; no questions will be entertained after this date.

Application Form AID 302-3 must be signed. Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

A handwritten signature in black ink, appearing to read "Emily Rudge Revis". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Emily Rudge Revis
Regional Contracting Officer

SOLICITATION NUMBER: SOL-624-16-000004

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POSITION TITLE: STIP Advisor

MARKET VALUE OF POSITION: GS-13 (\$73,846 - \$96,004) 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 GS13 pay range will not be entertained or negotiated.**

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.

PERIOD OF PERFORMANCE: Not to exceed two (2) years, to start on/about 16 May.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY AND MEDICAL CLEARANCES: Selected applicant must obtain facility access 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.

1. OVERVIEW

The USAID West Africa Regional Mission (USAID/WA) seeks a local hire USPSC to serve as the Mission's long-term Science, Technology, Innovation and Partnership (STIP) Advisor. The STIP advisor will support and assist the Mission to mainstream access to and utilization of STIP approaches and tools across USAID's development programming. S/he will lead the Mission to capitalize on these tools and approaches and build clear linkages across the portfolio, both internally and externally, and help build and leverage Mission leadership on STIP tools across the greater region. In coordination with technical teams, and the U.S. Global Development Lab in USAID/Washington, the STIP Advisor will keep abreast of Lab initiatives and services and coordinate engagement with Mission technical teams and senior management areas for potential application. S/he will promote and foster the use of the Mission's Africa Center of Excellence (ACE), which serves as a pivotal component of the Mission's greater collaboration, learning and adapting efforts. ACE is a venue for training and collaboration that brings together USAID

colleagues, partners and stakeholders to disseminate information on STIP best practices, successes and lessons learned. USAID/WA leverages ACE to play a strong coordinating role in West Africa, highlight needs/gaps, ensure that good ideas are broadly shared with various development partners and constituents, and provide a space to create, innovate, and learn from the evolving trends in development.

2. BASIC FUNCTIONS OF THE POSITION

The incumbent serves as the Science, Technology, Innovation and Partnerships Advisor to USAID/WA. The position is located in the USAID/WA Program Office. The STIP Advisor will support USAID/WA portfolio focused on advancing USAID/WA's Support Objective (SO): "USAID's Capacity to Advance USG Objectives in West Africa Enhanced" through STIP approaches. In particular, the STIP Advisor will Support Objective's Intermediate Result 1: "Learning and Leveraging by USAID in West Africa Improved."

The STIP Advisor will work closely with USAID/WA's Program Office as well as with technical offices (Trade, Energy, and Investment; Agriculture; Environment; Peace and Governance; and Health) to promote the Agency as a regional thought leader. S/he will work with teams to ensure that STIP approaches, where appropriate and relevant, are incorporated into the Mission portfolio and strategic and project/activity design processes. The STIP Advisor will cooperate closely with regional constituents, development colleagues, and USAID implementing partners to advance USAID/WA's regional objectives. S/he will also coordinate closely with the Regional Executive Office (REXO) regarding the USAID University training programs that are relevant to STIP. In coordination with technical teams, s/he will organize and implement learning events that focus on STIP approaches or other technical office best practices. S/he will champion STIP tools and methodologies across the greater region and lead a community of practice with leaders from bilateral missions and offices across the region, promote STIP approaches with regional stakeholders/partners, and be the primary point of contact for communication and coordination with the Agency's Global Development Lab for West Africa. The STIP Advisor serves as the central liaison point for the Lab to advance regional efforts as outlined in the Letter of Intent between the Lab and West Africa Regional Mission.

The STIP advisor will assist Mission Management to plan and implement intermediate steps to meet the long term Mission goal to become a regional hub for innovation, fostering partnership, science and technology best practices and as a catalyst for incorporating STIP related activities into the larger regional development portfolio implemented by USAID in West Africa.

3. MAJOR DUTIES AND RESPONSIBILITIES:

Following are the major duties and responsibilities of the STIP Advisor:

Provide Overall Strategic Direction, Guidance and Advice

- Guide and implement USAID/WA's long term objective to develop and a standalone regional hub that serves as an incubator for Agency science, technology, innovation, and partnership applications across the region;
- Serve as the Mission's main STIP POC. Liaise with the USAID Global Development Lab to coordinate both joint efforts and Lab activities in the region. Manage and coordinate USAID Global Development Lab incoming TDYs to benefit the Mission. Leverage potential opportunities for information sharing and dissemination of best practices promoted by the Lab through an active learning environment within USAID/WA and with other stakeholders;
- Disseminate and support STIP applications to USAID/WA regional organizations, implementing partners and USAID bilateral missions, presence and non-presence countries in the region, to encourage the use of appropriate technology and innovation. Manage and support a community of USAID STIP leaders across the region and organize regular communications and engagement opportunities;
- Advise Office Directors and technical office staff on enhanced use of STIP tools and approaches in current and future programming;

Support Enhanced Incorporation of STIP in the USAID Program Cycle and Business Processes

- Review Concept Papers and PADs with a view of maximizing the use of STIP tools in USAID/WA's portfolio as relevant and appropriate to facilitate greater development impacts. Promote existing and/or develop new tools (such as checklists, models, users' guides) to incorporate STIP approaches into project design;
- Work closely with ROFM and RAAO to use appropriate innovative mechanisms for procurement and for financial processes;
- Support USAID/WA efforts to embed STIP tools in periodic program monitoring and evaluation. Promote existing and/or develop new tools to better incorporate STIP tools and approaches into monitoring and evaluation (e.g., use of specific STIP related indicators, innovating tools to collect and analyze data);

Leverage ACE to Promote STIP

- Coordinate regularly with the REXO training staff on USAID University training events. In coordination with the Global Development Lab and REXO, identify appropriate Lab trainings for Regional application;
- Assist with the design, and layout and updating of the new ASSESS/ACE website to promote effective knowledge sharing;

- Develop, roll out, and institutionalize an ACE Award Program for excellence in promoting science, technology, innovation, and partnership geared (a) internally towards USAID staff and (b) externally to development partners;
- In coordination with the technical teams, manage and plan ACE events for training, networking, outreach, knowledge sharing, and partnership building for improved development impact, including reports on such events;
- Coordinate regularly with Mission teams and Monitoring and Evaluation Partner/Contractors (USDA PAPA- ASSESS - REGO, TMG-RPGO and IBTCI - RHO and others TBD) to foster, promote and realize an enhanced learning environment at the ACE facility;

Liaison, Relationship Building and Communications to Promote STIP

- Broaden, deepen and strengthen institutional relationships among technical teams and STIP-related public and private sector counterparts;
- Liaise with selected academic institutions and private-sector Lab counterparts on behalf of USAID/WA;
- Identify and disseminate STIP applications to regional organizations and implementing partners to encourage the use of appropriate technology and innovation; and
- Coordinate with the USAID/WA DOC on STIP reporting, communication and outreach. Take the lead role in identifying and writing stories on STIP in USAID programming in West Africa for a regular STIP newsletter.

4. PERIOD OF PERFORMANCE

The incumbent will be a fulltime employee based at the USAID/WA Regional Mission in Accra, Ghana.

Work would be done primarily in country. However, the incumbent will also, when necessary, travel in support of other USAID bilateral Missions, non-presence and limited presence countries, regional stakeholders and the greater Mission portfolio.

5. SUPERVISION/OVERSIGHT OVER OTHERS:

None

6. REQUIRED MINIMUM QUALIFICATIONS, SELECTION CRITERIA AND EVALUATION PROCESS

A. Education: A minimum requirement for the position is a Bachelor's Degree in international development, education, business administration, economics, social science, business or public administration. Additional related degrees or related study is highly desirable and will be taken into consideration.

B. Prior Work Experience: A minimum of three to five years professional-level experience in public and/or private sector organizations working directly on innovations and technologies or communications for practical (and/or profitable) application. The incumbent must have a history of excellent performance, with minimal supervision and daily direction, and a strong sense of initiative.

C. Language Proficiency: Level IV English is required with proficiency in speaking, reading, and writing; and fluency in French is desired.

D. Knowledge: The incumbent must have mastery of, or ability to use, diverse computer software to produce on-line and print communications materials, including MS Word, MS PowerPoint, and MS Excel. Understanding of the Development and science, technology, innovation and partnership ecosystem, with a focus on West Africa.

E. Skills and Abilities: Excellent communication skills, verbal and written, particularly in writing and editing, are essential, as is the ability to develop relationships, network and operating in the U.S. Government interagency. Good interpersonal skills, including an ability to build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a dynamic fast paced environment. Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player.

7. EVALUATION CRITERIA:

Applicants will be evaluated based on information presented in the application and obtained through reference checks. Those applicants who meet the minimum qualifications will be evaluated and ranked based on the following selection criteria (**Maximum of 100 Points Available**):

Education (20 points)

Candidates must possess a Bachelor's Degree in international development, business administration, economics, social science, business or public administration, or other related field of study.

Knowledge/Experience (40 points)

- A minimum of three to five years professional-level experience in public and/or private sector organizations working directly on innovations and technologies or communications for practical (and/or profitable) application.
- Demonstrated knowledge of policy, technical and operational aspects of science, technology, innovation and partnership ecosystems related to international development practices in the West Africa Regional context or comparable setting.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.

Skills/Abilities (40 points)

- Superior writing skills.
- Strong interpersonal and communication skills.
- Proven ability to work effectively in a team environment and communicate highly technical information to both expert and lay audiences, and achieve consensus on policy, project, research, and administrative matters.
- Ability to readily understand, analyze and discuss issues around science, technology, innovation and partnership landscape as it applies to development practices.

8. BASIS OF RATING APPLICATIONS

Selection Factors: Applicants must possess the minimum qualifications for the position (see criteria above: Education, Technical Knowledge, Work Experience, Communication and Other Skills). Additional factors to be taken into consideration include:

- Applicant is a U.S. Citizen currently resident in Accra, Ghana.
- Completed and hand-signed form AID 302-3 is submitted by application deadline. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements.).
- Cover letter and supporting documentation specifically addressing the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. If excellent writing skills are required, applicants should submit a writing sample of a work document or publication, written by the applicant, covering a technical area relevant for the position applied for (include writing sample as an attachment to cover letter).
- All applications will be evaluated and scored based on the required qualifications and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview

performance and satisfactory professional reference checks. Failure to address the selection criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may contact the applicant's professional references and verify academic credentials. Applicants may also be evaluated based on the performance in an interview.

Applicants who do not meet all of the selection criteria or do not provide the required documentation are considered NOT qualified for the position.

9. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance which involves applicant's comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide. Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

10. INSTRUCTIONS TO APPLICANTS

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

Interested individuals meeting the Minimum Qualifications above are required to submit the following:

- Signed Form AID 302-3, Offeror Information for Personal Services Contracts (available at <http://www.usaid.gov/forms/>)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-3 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

- 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. Complete dates (month/year) are also required on CV.
- Applicants must provide a minimum of three and a maximum of five references within the last

five years from the applicant's professional life namely individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

- Applicants also must address the above **Section 4: 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.

11. LIST OF REQUIRED FORMS FOR PSCS:

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

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. Finger Print Card (FD-258). *

* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

1. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D and J apply to USPSC and TCNPSC respectively and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. BENEFITS/ALLOWANCES

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

(NOTE: An individual defined as a USPSC employee may only be eligible for those benefits listed below.) TCNPSC MAY be eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B).

BENEFITS:

Employee's FICA and Medicare Contribution (USPSCs only)
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service (USPSCs only)

*Note: If a US citizen, the Contractor's salary will be subject to employee's FICA and Medicare contribution.

ALLOWANCES (If Applicable):

- (1) Temporary Lodging Allowance (Section 120)*
- (2) Living Quarters Allowance (Section 130)*
- (3) Post Allowance (Section 220)*
- (4) Supplemental Post Allowance (Section 230)*
- (5) Post Differential (Chapter 500)*
- (6) Payments during Evacuation/Authorized Departure (Section 600)* and
- (7) Danger Pay (Section 650)*
- (8) Educational Allowance (Section 270)*
- (9) Separate Maintenance Allowance (Section 260)*
- (10) Educational Travel (Section 280)*

* Standardized Regulations (Government Civilians Foreign Areas).

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