



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: March 16, 2015

CLOSING DATE: March 30, 2015 at 5:00 p.m. Ghana Time

SUBJECT: SOLICITATION NO. 624-15-004 FOR RESIDENT HIRE U.S. PERSONAL SERVICE CONTRACTOR SENIOR PROJECT MANAGEMENT SPECIALIST, CAMEROON

Ladies/Gentlemen:

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

Submissions must be in accordance with the requirements of the solicitation, at the place and time specified. The Senior Project Management Specialist position will be located in Yaoundé, Cameroon.

All application packages are to be submitted to:

Via email: accrapsc@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 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

USAID/West Africa 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 may be directed to Dinah McKeown at dmckeown@usaid.gov or the undersigned at dbrady@usaid.gov.

Sincerely,

/s/

Don Brady
Supervisory Executive Officer

SOLICITATION NUMBER: 624-15-004

ISSUANCE DATE: March 16, 2015

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POSITION TITLE: Senior Project Management Specialist

MARKET VALUE: (\$73,115 – \$95,048) the market value for this position is equivalent to GS-13 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.**

AREA OF CONSIDERATION: Open to all U.S. citizens currently residing in Cameroon. Proof of residency must be provided with application.

PERIOD OF PERFORMANCE: Two years with option to extend for one additional year. Extension will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Yaoundé, Cameroon

SECURITY/MEDICAL CLEARANCE: 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.

1.0 BACKGROUND

USAID/West Africa is a regional mission with development assistance activities in 19 countries. The Mission is located in Accra, Ghana. The USAID/West Africa’s regional democracy, human rights, and governance (DRG) and countering violent extremism (CVE) activities are managed from the Regional Peace and Governance Office.

USAID/West Africa implements the majority of the USAID portion of the multi-agency (USAID, State and Department of Defense) Trans-Sahara Counterterrorism Partnership

(TSCTP). This strategic partnership represents the U.S. government's single, largest effort to assist potentially vulnerable regional and national actors to constrict the tactical and strategic operating environment of terrorists in the West Africa sub-region.

The Regional Peace and Governance Office's CVE work spans the region and addresses threats from various extremist groups, Al-Qaeda in the Islamic Maghreb and Boko Haram being examples. Funding for these efforts, from TSCTP and other sources, averages approximately \$15 million a year. RPGO is currently designing a countering violent extremism project to be implemented in northern Cameroon which aims to increase community resistance to Boko Haram by increasing access to information and strengthening community cohesion.

USAID's Office of Food for Peace provides grants for food assistance to private voluntary organizations (PVOs) and the U.N. World Food Program (WFP) under Title II of Public Law 480. FFP annually provides nearly \$2 billion of food assistance, including some 1.5 million tons or more of in-kind Title II food assistance valued at more than \$1.6 billion and reaching 45 million beneficiaries in nearly 50 countries worldwide. Since 2010, FFP has complemented its provision of in-kind food aid with a \$300 million Emergency Food Security Program (EFSP), which allows for local and regional purchase of food outside of the United States and closer to the emergency setting, as well as market-based approaches such as cash transfer or food voucher programs that facilitate access to food. In FY 2014, FFP allocated close to \$200 million in Title II and International Disaster Assistance resources to West Africa. Of this total, Cameroon received \$7 million in emergency resources for the support of WFP's assistance to refugee camps in eastern Cameroon.

2.0 BASIC FUNCTION OF THE POSITION:

The SPMS is a senior-level specialist on CVE issues charged with managing the implementation and monitoring of bi-lateral and regional CVE activities in Cameroon. The SPMS plays a significant role in donor coordination, report writing, management of CVE resources, and working with implementing partners.

In this context, the SPMS will provide independent technical oversight of bilateral CVE projects in Cameroon and regional CVE activities in the Lake Chad Basin. In addition, the SPMS will serve as an Agreement/Contracting Officer's Representative (AOR/COR), directly responsible for managing CVE projects with an estimated total annual budget of \$1-2 million. The SPMS will frequently represent USAID and/or the U.S. government (USG) at meetings and conferences and serve as liaison with host-country officials and regional institutions' representatives in the region.

This position requires exercise of individual judgment in interpreting CVE priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The CVE issues that the SPMS will be dealing with are among the top priorities of USG foreign policy in West Africa and the USAID/West Africa regional mission. The environment is highly complex and frequently unpredictable, and the SPMS must be flexible and able to provide advice on CVE approaches and activities. The position includes a

broad range of complex managerial, analytical, and communication responsibilities, including providing direction for the achievement of USAID's CVE objectives in West Africa. Lastly, the SPMS will be called upon to support modest, future USAID/West Africa programming in the field of democracy, human rights, and governance. The SPMS will be required to obtain and maintain a Secret level security clearance.

The incumbent will also serve as the primary point of contact for all issues pertaining to refugee and displaced population programs in Cameroon. Although directly managed by USAID's Regional Office of FFP, located in Dakar, Senegal, the position will also promote information-sharing on refugee and displacement issues for the broader USG humanitarian community, including USAID's Office of U.S. Foreign Disaster Assistance (OFDA) and State's Bureau for Population, Refugees and Migration (PRM). The position will support FFP's ability to respond to major refugee and IDP crises in Cameroon and ensure effective responses. While largely focused on newly-evolving emergency situation in the Far North the region, the incumbent would also provide monitoring and analytical support to the ongoing refugee programs in the East and Adamawa Regions.

The SPMS is expected to dedicate 75% of his/her time to CVE and DRG activities and 25% of his/her time to emergency refugee/displacement activities.

3.0 DUTIES AND RESPONSIBILITIES:

A. CVE PROGRAM DESIGN AND MANAGEMENT (45%)

Manage the implementation and administration of substantial USAID/West Africa CVE projects as an AOR/COR.

Manage the formal review and approval process for annual work plans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAID's goals and objectives. Maintain and report budget information on the status of obligations, expenditures, pipelines, accruals, and resource requirements pertaining to CVE programs under his/her purview.

Engage with project beneficiaries and perform regular site visits to projects under his/her purview in coordination with USAID/West Africa staff, the US Embassy, and the US Military, as needed.

Develop terms of reference for special studies, evaluations, assessments and other reviews that may be necessary to help identify implementation challenges and design new activities in support of the achievement of CVE in Cameroon.

Contribute to, and in some cases lead, the oversight and preparation of internal reporting requirements including program management reviews, annual reports, operational plans, semi-annual portfolio reviews as well as the development of implementation letters, cables, requests

for technical changes in program implementation, project agreements, correspondence and other documentation as required.

B. PROGRAM SUPPORT FOR USAID/FFP PROGRAMS IN CAMEROON (25%)

Serve as the primary point of contact for all issues pertaining to refugee and displaced population programs in Cameroon for USAID's Regional Office of FFP, located in Dakar, Senegal.

Monitor and report on the implementation of on-going emergency FFP investments in Cameroon: identify challenges and opportunities to coordinate programs both within the USG and with other stakeholders, provide technical guidance to implementing partners, and recommend actions to improve program performance and maximize impact.

Attend UN, host government, donor, and other stakeholder meetings that discuss humanitarian needs and coordination in Cameroon, and report on all issues to FFP Regional Office. This includes reporting on contextual issues such as changes in security, evolving host government policy, donor pledges and others that may have an impact on USG assistance.

As necessary, write cables and develop other communications tools in order to showcase and request additional USAID bilateral humanitarian assistance to Cameroon.

Provide logistical, administrative, and program support for FFP TDYs to Cameroon.

C. CVE STAKEHOLDER COORDINATION AND CUSTOMER RELATIONS (10%)

Represent USAID and RPGO in meetings with internal and external stakeholders such as US Embassy representatives, US military officers, host-country government officials, regional inter-governmental organization officials, non-governmental organization representatives, and other donor representatives to coordinate CVE and DRG efforts and share information.

Produce briefing papers and coordinate visits and other activities for internal visitors such as congressional delegations, senior-level USAID officials, etc

D. CVE KNOWLEDGE MANAGEMENT AND COMMUNICATIONS (10%)

Provide analysis and research on topics of interest regarding in support of the achievement of CVE and DRG goals and objectives in Cameroon and the Lake Chad Basin

Draft internal and external communications on CVE project efforts or topics of interest such as fact sheets, success stories, briefing papers, technical presentations, trends analysis.

Collect, synthesize, and submit relevant CVE information for the *CVE in West Africa* website maintained by RPGO.

E. OTHER DUTIES (10%)

Manage and/or contribute to the design and implementation of limited USAID/West Africa DRG projects.

Perform other duties—given the limited size of the USAID staff in Cameroon the SPMS will from time to time perform other duties, including performing work in an “acting” capacity for a colleague who is traveling or on leave, assisting a colleague with an especially urgent task, or personally taking responsibility for a special project.

4.0 SUPERVISORY CONTROLS

The direct supervisor of the Senior Project Management Specialist (SPMS) will be the Regional Peace and Governance Office (RPGO) Director based in Accra, Ghana. As such, the SPMS is expected to exercise independent judgment and initiative. Such initiative is critical to the success of the assignment.

The actions and decisions of the SPMS will be in consultation with the RPGO Director based in Accra, Ghana and the Regional Food for Peace Office based in Dakar, Senegal. The SPMS will serve primarily as a technical analyst and project manager for USAID/West Africa countering violent extremism (CVE) activities in Cameroon and secondarily as a technical analyst and project monitor for USAID/Senegal emergency assistance to refugee and IDP populations in Cameroon.

Overall management of USAID staff in Cameroon is in a collaborative team environment, with the SPMS participating fully with the team. Specific work plans and anticipated results are developed in consultation with the RPGO Office Director and the Regional Food for Peace Office Director. The SPMS performs assignments independently, providing technical guidance, oversight, and management of CVE activities in Cameroon, as well as representing USAID/West Africa on CVE issues in inter-agency discussions, in donor coordination, and in liaising with the Government of Cameroon. The SPMS is also expected to exercise significant independence in their secondary role as a point of contact for Food for Peace (FFP) in Cameroon, representing USAID/Senegal on emergency food assistance, refugee and IDP issues in inter-agency discussions, in donor coordination, and in liaising with the Government of Cameroon, as well as in monitoring FFP-supported emergency programming in Cameroon. The SPMS’ work is reviewed in terms of achievement of established milestones, and the appropriateness of project activity focus.

5.0 SUPERVISION/OVERSIGHT OVER OTHERS

The SPMS will not directly supervise any staff members.

6.0 EVALUATION PROCEDURES

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks.

MINIMUM QUALIFICATION AND EVALUATION CRITERIA

A. EDUCATION (20 points)

A minimum of a Master's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline, Statistics or Journalism is required.

B. TECHNICAL KNOWLEDGE (25 points)

Demonstrated knowledge of program principles, concepts, practices, methods, and techniques of development assistance in general is required. Demonstrated knowledge of countering violent extremism or counterterrorism principles, practices, and methods is highly desirable. Demonstrated knowledge of humanitarian assistance principles, concepts, and methods is desirable.

Demonstrated ability to serve as a program manager and conduct the full range of responsibilities effectively and in a timely manner is required. Demonstrated ability to organize and effectively plan work in advance, with limited supervision to ensure that programs and tasks do not falter due to lack of effective management and support is required.

Demonstrated ability to obtain, evaluate and interpret data and prepare accurate, timely reports is required. The ability to identify problems affecting program activities, propose well-thought out strategies to resolve these problems, consult with senior management and field staff, and then implement final decisions and strategies and approaches is required.

C. WORK EXPERIENCE (25 points)

A minimum of five years of professional-level experience in international development-related activities is required. Experience working in, for, or with international organizations is required. Experience working on CVE or counterterrorism is highly desirable. Experience working on humanitarian issues is desirable.

D. COMMUNICATION/LANGUAGE SKILLS (15 points)

Fluency in English and excellent English writing and editing skills are required. Professional proficiency in French, both spoken and written, is required. Fluency in French is highly desired, but not required.

Operational, managerial, and strong analytical and writing skills are required, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.

Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct Internet research and management of other Internet resources, is required.

E. INTERPERSONAL SKILLS (15 points)

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Embassy, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment.

7.0 OTHER SIGNIFICANT FACTORS:

A. AVAILABLE GUIDELINES:

U.S. Government guidance includes laws, legislative initiatives, Congressional interests and concerns and USG policy guidelines are readily available. However, due to the fact that countering violent extremism is an emerging field of study and programming for U.S. assistance, guidelines are not always well-established and clear and frequently require interpretation to apply them to daily design, implementation, management and reporting on programs and activities. This is particularly important in the context of TSCTP and complex crises due to complex funding streams, political and other factors that often must be considered in planning and implementing activities.

B. COMPLEXITY:

The management environment in which the incumbent will operate is complex, with many donors, country interests and USG interests and requires a professional with senior-level advisory, team-building and public diplomacy skills. Excellent, balanced judgment must be exercised in setting priorities. The position requires planning, follow-up/implementation and teamwork abilities. The incumbent will be expected to be highly productive and meet short deadlines. S/he must have the ability understand and operate in USAID's regulations regarding procurement, earmarking and other aspects of project implementation. This is particularly important in the context of TSCTP and complex crises where USG guidance includes laws, legislative initiatives, complex funding streams specific legislative guidance and other factors that often must be considered in planning and implementing support activities.

C. SCOPE AND EFFECT:

The incumbent provides management, oversight and technical direction for development activities designed by USAID/West Africa and USAID/Senegal under the management of the US

Embassy in Cameroon with significant direction from the Regional Peace and Governance Office Director and the Regional Food for Peace Office Director. The design and management of CVE activities requires high-level technical and organizational skills as they represent a complex array of projects and initiatives that require constant monitoring and high-level consultations with host country and Embassy officials. It is expected that supporting CVE programming will take up approximately 75% of the incumbent's time. The monitoring of humanitarian assistance programs in areas of high geopolitical and cultural complexity such as eastern Cameroon and the Lake Chad Basin requires excellent technical and communication skills and diligent oversight. It is expected that supporting humanitarian programming will take up approximately 25% of the incumbent's time. Successful work will have a significant impact on project beneficiaries and local communities. It will make a positive contribution to USG and Government of Cameroon's goals and objectives in counterterrorism and humanitarian assistance.

D. PERSONAL CONTACTS:

The incumbent maintains close contact with USAID Washington policy advisors, U.S. embassy personnel working on CVE, humanitarian assistance, and other related activities, Activity Managers in Lake Chad Basin countries where RPGO CVE project activities are carried out, and other U.S. government TSCTP representatives. The incumbent will be required to develop and maintain contacts with Cameroonian government officials and in-country partner institutions assisting USAID with implementation of its TSCTP, FFP and related programs. Contacts will include US ambassadors, US embassy personnel, and Department of Defense liaison officials. Contacts will also include host-country ministry personnel and host-country local government officials, local civil society organizations and community-based organizations.

E. LEVEL AND PURPOSE OF CONTACTS:

The purpose of contacts is to inform on or elicit information about CVE and FFP activities in order to perform project management actions and inform U.S. Government policy formulation and/or implementation. This will include information and communication to and with senior U.S. government representatives, host-country representatives, regional institution representatives and other donors. Contacts with the parties mentioned above will occur in both structured and unstructured settings. These contacts are necessary to influence and facilitate policy and/or project implementation. At the present time, relationships with the parties mentioned above are cordial and cooperative. The incumbent will not be authorized to make commitments or decisions on policy revisions.

The broad use of initiative, discretion and patience is expected from the SPMS in dealing with USAID personnel as well as representatives from other donor organizations and the US Embassy to resolve problems that arise during the course of work where there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively and coordinating multi-sectorial efforts in support of USAID's development objectives and in collecting, analyzing and reporting on progress of activities and recommending project actions.

F. PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed primarily in a modern office environment in the US Embassy in Yaoundé Cameroon but requires frequent in-country travel (estimated 25%) to programming sites in Cameroon and infrequent travel (5%) to other countries in West Africa.

8.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- Fully completed and hand-signed copy of Application for Federal Employment Form (OF-612). Include OF-612 continuation sheets as needed. Form can be found at the following website: <http://www.usaid.gov/forms/>

(Note: All applicants must submit complete dates (months/years) and hours per week for all positions listed on the OF-612 to allow for adequate evaluation of your related and direct experiences.)

- 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.
- Applicants must list at least three references who are not family members or relatives and provide current contact information, preferably both an e-mail address and a telephone number. The Selection Committee will conduct reference checks on all applicants who meet the required minimum qualifications. References will be asked to complete a questionnaire that assesses the applicant's technical knowledge, work performance, communication skills, and group dynamics, using the above specific criteria. The references will be asked to provide a general assessment of the applicant's suitability for the position.
- Applicant must provide copy of work and residency permit.

9.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. AIDAR Appendix D applies to USPSCs and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>

10.0 BENEFITS/ALLOWANCES:

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

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
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.

“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)