



# USAID | GHANA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: August 18, 2015

CLOSING DATE: September 4, 2015 12:30 Hours Ghana local Time

**SOLICITATION REISSUED: Applicants who applied previously need not re-apply.**

**SUBJECT: SOLICITATION No. 641-15-006: RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR EDUCATION, MONITORING AND EVALUATION 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 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 the minimum qualifications listed in the solicitation and must submit all required documentation. The Education, Monitoring and Evaluation Advisor position will be located in Accra, Ghana.

All applications packages are to be submitted to:

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

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. **All applications and Form a302-3 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/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 Vida Aggrey at [vaggrey@usaid.gov](mailto:vaggrey@usaid.gov) or the undersigned at [dbrady@usaid.gov](mailto:dbrady@usaid.gov).

Sincerely,  
Donald Brady  
Supervisory Executive Officer

**SOLICITATION NUMBER:** 641-15-006

**ISSUANCE DATE:** August 18 2015

**CLOSING DATE/TIME:** September 4, 2015 at 12:30hrs Ghana local Time

**POSITION TITLE:** Education, Monitoring and Evaluation Advisor

**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 Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

**PERIOD OF PERFORMANCE:** Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services, and availability of funds.

**PLACE OF PERFORMANCE:** Accra, Ghana

**SECURITY/MEDICAL CLEARANCES:** Must obtain facility access level of security clearance 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

Ghana has made impressive gains in increasing access to primary education. Progressive efforts by the Government of Ghana (GoG) have helped bring thousands of new students into the system, increased teacher training and new infrastructure to help accommodate this growth. While some challenges to access remain, the priority now is improving quality and student learning outcomes.

Standardized tests demonstrate that student achievement levels are low. USAID/Ghana supported the first national Early Grade Reading (EGRA) and Early Grade Math Assessment (EGMA) in 2013, the results of which showed reading performance in English and local language was very poor, with half (50%) or more of the grade 2 (P2) pupils unable to read a single word in an English or local language passage. The reasons for low

student achievement are numerous and multi-faceted, stemming from both supply and demand-side causes. The decentralization process is politically difficult and moves slowly. The decision to decentralize was made for a number of reasons but principally, decentralization has the potential to improve the quality of education through better service delivery with management and accountability driven at the local level.

In support of the GoG Education Strategic Plan (2010-2020) and contributing to the Agency Education Strategy, specifically, Goal One, "improved reading skills for 100 million children in primary grades by 2015," USAID designed the *Partnership for Education* Project to support Ministry of Education (MOE) and the Ghana Education Service (GES) early grade reading activities. The Project focuses on enhanced reading and math instruction, strengthened basic education management systems, increased government accountability and responsiveness to better informed citizens. Increasing support to and use of partner government systems remains a central component of USG assistance to the education sector for USAID/Ghana, and a priority for the Agency under the USAID Forward Reform Agenda. The GoG has demonstrated its commitment to improving the quality of education and USAID/Ghana will continue to use and strengthen partner country systems whenever possible. As a result, implementing partners increasingly include US and locally based organizations and government counterparts.

Current *Partnership for Education* Project activities include: *Learning*, that supports Ghana's educational institutions to improve, expand, and sustain learning outcomes for at least 2.8 million kindergarten (KG) through grade three (P3) students; *Testing*, that strengthens student assessment design, administration and dissemination; and, *Evaluating Systems*, that supports MOE and GES to develop a systematic, coordinated, and responsive monitoring and evaluation (M&E) system linked to Ghana's Education Strategic Plan. The remaining *Partnership for Education* Project activities are forthcoming within current calendar year.

## **2.0 BASIC FUNCTIONS OF THE POSITION**

A key member of the USAID/Ghana Education Office team, the Education Monitoring and Evaluation (M&E) Advisor will provide M&E technical expertise, management and support for a new and robust portfolio of mission education activities. This will include a range of M&E education activities implemented by the GoG, Non-Governmental Organizations (NGOs), Civil Society Organizations (CSOs) and traditional implementing partners (IP), in close coordination with other bi-lateral and multilateral donors.

The Education M&E Advisor will serve as a subject matter expert in strategic information, monitoring and evaluation and knowledge management to the Education Office team. For the *Partnership for Education* Project, s/he will provide technical leadership and expertise to activities that aim to strengthen and support Ghana education sector human and institutional capacities for improved primary school reading performance. The Education M&E Advisor will focus on strengthening and supporting USAID/Ghana Education Office staff and GoG counterparts' capacity in the area of monitoring and evaluation.

The Education M&E Advisor will be responsible for ensuring the effective development and use of strategic information and performing M&E functions across the Education portfolio. His/her duties will include providing M&E technical guidance and support and, under the leadership of the Education Office Director or his/her delegate, manage portfolio research, evaluation and capacity development, data coordination analysis and management and project and activity performance monitoring and reporting. S/he will engage with MOE and GES officials at the national, regional and district levels, CSOs, and other donors to achieve project objectives and results including addressing implementation issues, replicating, adapting or otherwise scaling up positive project results and approaches in the country. S/he is expected to play a senior, representative role on the team with respect to education sector collaboration, coordination and representation, with an emphasis on the area of M&E.

### **3.0 RESPONSIBILITIES AND DUTIES**

#### **Technical Guidance and Support (25%)**

- Serve as team resource person for technical M&E inputs at all stages of project and activity design and development, including, but not limited to: strategy and project review and modifications or amendments, objectives and results, technical reviews and the suitability of interventions to achieve results.
- Provide technical expertise to support operational and strategic planning processes to develop and implement balanced and transparent education activities, emphasizing the use of host-country systems.
- Provide technical input and management on efforts to strengthen and operationalize MOE/GES M&E systems, working with and liaising between the USAID GoG and international and local organization partners.
- Provide technical oversight and manage multiple activities simultaneously, including direct funding mechanisms between USAID and the GoG, and Cooperative Agreements, Grants and Contracts between USAID and IPs as Contracting Officer's Representative, Agreement Officer's Representative (COR/AOR) and Activity Manager.
- Monitor progress of planned results and their achievement in an efficient and timely manner, consistent and compliant with Agency regulations, policies and requirements. Identify and work with partners to seek resolution of issues affecting the achievement of results; advise on and maintain a calendar of important benchmarks to ensure team and partner M&E activities are on schedule.
- Work closely with the mission Technical Evaluation and Monitoring Squad (TEAMS) to enhance the quality of evaluation Statements of Work and Final Reports across the mission, with a particular focus on education-specific evaluations.

## **Research, Evaluation and Capacity Development (20%)**

- Participate in the development and implementation of M&E participatory activities to broaden knowledge and practice of Education programs and related activities, including but not limited to knowledge management capacity building programs and workshops. .
- Conduct Education team trainings in knowledge management, strategic information and M&E. This includes organizing and facilitating meetings with the team, IPs, GoG, and stakeholders in preparation of annual USAID reporting and contributing to GoG education sector reporting for basic education.
- Provide technical guidance, expertise and input to team members and M&E implementing partners to develop, review and update the necessary documentation to ensure the needed *Partnership for Education* Project metrics, including capacity development metrics.
- Manage the conduct of baseline, mid-term and final performance evaluations, and other relevant analytical efforts, such as activity assessments, impact evaluations, studies, keeping close contact and collaboration with M&E contractors and GoG.
- Liaise with the Program & Project Development Office and USAID/Washington on routine M&E tasks and stay updated on USAID strategic information, M&E and knowledge management practices, frameworks and innovations generally and specifically for education.

## **Data Coordination Analysis and Management (20%)**

- Coordinate and lead USAID Annual and Semi-Annual reporting, analysis of monitoring and evaluating progress toward planned milestones, achievements and expected results, and regular reporting on such progress to diverse target audiences including USAID, GoG and public and private NGO partners. Coordinate and consolidate input from activity IPs for the preparation, analysis and timely submission of Annual and Semi-Annual Program Reports and ensure follow-up. This includes tracking, overseeing and verifying large volumes of data collected from IPs prior to the consolidation into USG report and developing M&E-perspective narratives on the submitted results with team members.
- Manage the M&E contractor analyzing quantitative and qualitative data, developing clear ways to represent, summarize and communicate the analysis verbally and in writing (e.g., graphics) to inform reporting requirements and internal and external communications.
- Develop databases, spreadsheets or other tools to ensure data is compiled and readily available.
- Provide focused technical guidance and support to government and local organizations to identify and develop evidence-based, contextually appropriate approaches for education activities, including for expanding and strengthening community-based approaches.

### **Program Performance Monitoring (15%)**

- Manage and track Education Office and IP compliance with M&E policies and procedures, including, but not limited to Mission Orders, AMEPs, data quality assessments, gender equity requirements.
- Develop, maintain and provide support to maintain an updated, relevant and useful USAID/Ghana Education Office PMEP, Results Framework and related portfolio and project level documentation, including updating and providing input progress indicators and making adjustments as needed and in collaboration with team leadership.
- Develop “results vs. targets” tracking system by activity area on a quarterly, semi-annual and annual basis for monitoring IP performance linked to MOE/GES education sector M&E system, providing feedback to IPs and CORs/AORs/Activity Managers during IP review meetings. This includes providing quality control for all aspects of M&E for the Operational Plan and Performance Plan and Report.
- Manage the collection, dissemination and sharing of project implementation lessons learned, successes and best practices. This includes written and oral reports on progress, impact, problems, constraints and opportunities, identifying strengths, deficiencies and suggest corrective actions, where necessary and coordinating M&E learning opportunities with M&E contractors.
- Develop Education Office monitoring plan to supervise and conduct periodic site visits to assess IP and GoG data collection methods, and provide support and technical assistance to IPs.

### **Project and Activity Monitoring and Reporting (10%)**

- Lead key tasks to develop and maintain an Education Office knowledge management system and/processes, based on learning and best practices from Agency and other examples, linked to Agency and Ghana knowledge management systems.
- Conduct strategic exercises to evaluate activity progress and achievement of results and inputs for required USAID monitoring, evaluating and reporting documentation and activities.
- Conduct, support and participate in the oversight of evaluation activities, including assisting with research design, development; advising on performance and impact evaluation, and reporting to GoG and USG officials.
- Identify and work with IPs to seek resolution of issues affecting the achievement of results.
- Prepare and disseminate periodic internal and external updates/status reports on the implementation of education activities. External audiences may include GoG, stakeholders, IPs, host country media, and the general public.

## **Education Sector Collaboration and Coordination (5%)**

- Develop and maintain a collaborative, professional relationship with the Education Office and other mission teams, with relevant members of the USG community and with representatives of other bi-lateral and multilateral donor organizations, and IPs.
- Actively foster and facilitate USG interagency collaboration and cooperation.
- Represent USAID education activities to senior Ghanaian officials at the MOE/GES and its agencies to promote collaboration and use of partner government systems. This will include coordinating host-country contributions to activities with guidance from the USAID/Ghana Program & Project Development Office, sensitively assessing host-country capabilities, and collaborating with GoG to ensure activities are implemented as planned.
- Enlist input and support from stakeholders to help promote and facilitate education sector coordination and harmonization, including but not limited to, addressing implementation issues, replicating, adapting or otherwise scaling up positive project results and approaches in the country.
- Actively participate in Education Sector Working and/or Technical Working Groups and the Education Sector Development Partner Group, to advocate for close donor coordination and alignment with MOE/GES priorities and programs.

## **Other Relationships and Responsibilities (5%)**

- Develop and maintain relationships with counterparts at USAID/Washington and regional education and related teams (e.g. PPL, LPA, etc.).
- Prepare speeches for USAID and other representational officials. Prepare publicity materials for public events in consultation with USAID staff. This may include providing technical support to visiting delegations.
- Travel internationally to education workshops, activities and events as part of the USAID/Ghana Education team and/or to represent the USAID/Ghana Education Office.

## **4.0 MINIMUM QUALIFICATIONS REQUIRED**

To be considered, the applicant **MUST** have:

- Advanced degree(s) (masters or higher) in education, international development, public sector administration and a minimum of five years' experience in international development programming and/or implementation, with demonstrated experience in monitoring and evaluation or, an undergraduate degree and at least 7 years of progressively more senior experience managing education or bi-lateral or multilateral assistance projects, preferably in a developing country context, with demonstrated experience in monitoring and evaluation;
- Demonstrated research and analysis skills;

- Excellent written and oral English communication skills;
- Demonstrated experience working in monitoring and evaluation in education or related program management in international development;
- Demonstrated experience building or developing capacity related to M&E and/or M&E systems development;
- Demonstrated experience in operating effectively in cross-cultural environments;
- Demonstrated satisfactory program management, managing multiple activities simultaneously and effectively and problem solving skills; and
- Demonstrated teamwork and leadership skills.

**The following are desired:**

- Familiarity with international education development issues;
- First-hand experience in developing country education sector programming and/or program management and monitoring and evaluation;
- Understanding of donor or similar organization policies, procedures, regulations, and reporting requirements;
- Familiarity or experience with USG and/or other development/donor agency systems and implementation mechanisms; and
- Significant experience working directly for one or more USG agencies implementing similar programming.

**Personal Attributes:**

The successful candidate will have:

- Demonstrated ability to communicate technical information clearly and effectively to both technical and non-technical colleagues;
- Strong conceptual, analytical, and reasoning skills;
- Strong interest and commitment to education and development goals;
- Demonstrated representational skills with host country government officials and local civil society organizations;
- Demonstrated high degree of sound judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints; and,
- Demonstrated negotiation, representational and program/project management and coordination skills.

## 5.0 SELECTION CRITERIA

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

### A. Education and Training (20 points):

- i. Bachelor or Master's degree(s) in Education or other relevant fields related to international development, e.g. public sector administration, international development, etc.
- ii. Training and/or experience in monitoring and evaluation, project management, design, research and analysis.

### B. Experience (40 points):

- i. If applying with a Master's degree, a minimum of five years' experience working in monitoring and evaluation in education or related program management in international development with growing responsibilities, including overseeing implementation of development programs, of which three years' experience working in program/project technical oversight, design and implementation in developing countries. Prior work with high profile programs is preferred.
- ii. If applying with a Bachelor's degree, a minimum of seven years' experience working in monitoring and evaluation in education or related program management in international development, with growing responsibilities, including overseeing implementation of development programs, of which three years' experience working in program/project technical oversight, design and implementation of programs in developing countries. Prior work with high profile programs is preferred.
- iii. Familiarity with USAID, USG or similar donor/development partner systems and/or organization.
- iv. Demonstrated ability to manage multiple complex projects simultaneously in a high-paced environment.
- v. Experience in strategic planning, the design and application of methods and strategies to produce, analyze and use data, and sharing/communicating information with varied audiences.
- vi. Experience building or developing capacity related to M&E and/or M&E systems development.
- vii. In-depth knowledge of a range of concepts, principles and best practices in the areas of monitoring and evaluation including use of logical framework approach and other strategic planning approaches; M&E methods and approaches; data analysis; M&E systems development and operationalization; facilitating learning-oriented analysis sessions of M&E data with team and multiple stakeholders.

### **C. Abilities and Skills (40 points):**

- i. Demonstrated coordination, representational and program/project management and coordination skills.
- ii. Strong qualitative and quantitative and analytical skills with ability to communicate technical information clearly and effectively to both technical and non-technical colleagues, with professional-level English speaking, presentation, reading and writing proficiency.
- iii. Demonstrated ability to operate collegially and effectively with team members, senior government and other officials and to successfully lead and/or work with a multi-cultural team.
- iv. Demonstrated ability to successfully cultivate and maintain a wide range of contacts with senior government, donor and civil society counterparts.
- v. Strong computer skills, including excellent knowledge and use of Microsoft Office, Excel and database and/or other software programs and tools to facilitate monitoring and evaluation efforts.

**Total points:** 100 points

### **6.0 POSITION ELEMENTS**

The incumbent is required to understand Mission and USAID specific policies and procedures which govern activity management. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall USAID programs and evolving developments in promoting improved learning outcomes, particularly for primary school students. The incumbent will make recommendations and play an active role in determining final decisions.

#### **Authority to Make Commitments/Obligations**

The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and experience the incumbent's recommendations will substantially influence actions taken by direct hire supervisors who have such decision-making authority.

#### **Exercise of Judgment**

The Education M&E Advisor must demonstrate sound and mature judgment. S/he will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of host country counterparts and IPs in Ghana. In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy challenges. S/he will independently plan, prioritize and carry out the duties and responsibilities of the position, exercising balanced judgment in setting priorities. S/he will be expected to engage with USG and GoG high level officials with

respect to portfolio, project and/or activity performance, with team leadership and alone. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration, patience and teamwork is expected of the incumbent when working with internal and external colleagues and IPs to resolve challenges for which there may be no clear or immediate solutions. In the event that no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other relevant senior colleagues.

## 7.0 OTHER SIGNIFICANT FACTORS

**Supervision Exercised:** As a technical specialist the incumbent will not supervise staff in a management capacity. As a senior leader of the team, the incumbent will provide technical direction, guidance and coaching for the entire team, in support of and in conjunction with the Education Office Director, and oversee the work of selected local and international short-term technical assistants and consultants who will provide ad hoc M&E assistance and collaboration to the Education Office team. S/he will also provide substantial input for the performance evaluations of USAID/Ghana and non-USAID staff. The incumbent will work independently and exercise considerable judgment in carrying out his/her responsibilities. The incumbent will be the first line of contact for the key education portfolio activities as they relate to monitoring and evaluation.

**Supervision Received:** The Education M&E Advisor reports to the Education Office Director or direct hire designate. The incumbent will at times serve as Acting Education Office Director in his/her absence. The supervisor will provide guidance on resources available, USAID strategic, management and administrative requirements and discuss priorities and assignments. The supervisor will approve the incumbent's annual work objectives and evaluate his/her accomplishments and performance against planned project results and objectives. Work is assigned primarily relative to desired results, suggested approaches and in a consultative manner. The incumbent will receive minimal to moderate oversight in carrying out his/her daily tasks and achieving work objectives and mission results for the Education Development Objective.

**Degree of responsibility for decision-making:** The incumbent will have wide latitude in planning and executing work assignments, including representing the office in international meetings and before host country and regional officials. The Education M&E Advisor will advise USG and local authorities on development issues related to Basic Education, based on professional knowledge and a professional assessment of local conditions. S/he will rely on his/her professional knowledge and integrity, experience and reviewing published information on the results, research and other related information obtained from various Basic Education interventions, specifically early grade reading, education systems support, decentralization and government to government assistance.

**Guidelines:** The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs, and in particular for Basic Education programs. The Education M&E Advisor is expected to quickly become familiar with, and be proactive in, keeping abreast of USAID processes, procedures and

regulations as presented in USAID's Automated Directives System (ADS) and other relevant USG policies, directives and programmatic guidelines, as well as host country policies and decrees related to the education sector. Guidance will be available to the incumbent from senior USAID staff in USAID/Washington E3 Education and Africa Bureaus.

**Complexity:** This is a position of significant complexity. The incumbent must demonstrate leadership and exceptional initiative to address M&E Basic Education needs, particularly those related to early grade reading and math, education systems, and capacity building. Given the importance of education sector coordination and collaboration, the position requires the ability to plan, implement, follow-up and work both independently, with and within a large multi-partner team setting within the education sector. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies, weak institutions and extreme poverty.

**Scope and Effect:** The incumbent is a senior team member and advisor on education matters relating to Basic Education M&E activities. S/he serves to guide the entire Education team in this subject area as well as the USG Agencies and Embassy Accra officials at the highest levels. S/he will collaborate closely with the team leader, regional education mission teams and USAID/Washington on the relevant technical areas. S/he also serves as the point of contact for all exterior parties, including host country government officials and Basic Education IPs, regarding USG-supported education systems, governance and management and government to government funding and M&E capacity building strategies, interventions and activities.

**Personal Contacts:** Personal contacts include high-level USG officials at the US Embassy, USAID/Washington E3 and Africa Bureau, host country officials (both technical and political) at all levels (national, regional, district, local), other donors, and Basic Education implementing partners and other concerned stakeholders. S/he must have the ability to represent USG interests in Education, communicating effectively in English, using a great deal of tact, diplomacy, and technical knowledge. S/he must be a good listener, stay abreast of host country priorities, policies and practices, and be able to manage and/or reconcile differences of opinion or conflicts regarding Basic Education program priorities and strategies.

**Level and Purpose of Contacts:** The Education M&E Advisor is required to maintain extensive contacts with technical and senior policy making officials of the Ghana government and international organizations (donors, private sector, NGOs, academic sector) in order to provide policy implementation recommendations, strategic and programmatic advice to USAID mission, US Embassy officials and other USG agency officials, host country government officials, and encourage cooperation with regard to Basic Education issues. The incumbent works closely with national education organizations, USAID regional and bilateral mission staff, pillar bureaus in AID/W, and other US Government agencies working on Basic Education issues in the region, in order to improve coordination and effectiveness of programs. The incumbent will represent USAID Ghana at large in sensitively and collaboratively managing the complex processes associated with host-country programming.

The incumbent will represent USAID to senior officials at the MOE, GES, and stakeholders at all levels. The incumbent will also represent USAID Ghana to bi-lateral and multilateral donor partners, NGOs and CSOs. The incumbent represents the Basic Education program at various levels in USG, Global Partnership for Education, Global and Regional Education technical meetings with education sector partners, the donor community, civil society and other interested, relevant parties. Meetings range from factual exchanges of information on Basic Education strategic information issues, strategies and programmatic guidance, etc. to subjects that could involve significant or delicate issues and differing viewpoints, goals or objectives.

**Physical Demands/Work Environment:** This is a low-to-moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra and will be expected to attend meetings and events related to the USAID Basic Education program on a frequent basis, both in Accra and in other locations in Ghana. S/he is expected to conduct site visits (minimum 4-5 per year) to review progress of USAID-supported Basic Education activities throughout the country, many of which are located in rural or quasi-urban areas with limited amenities.

## 8.0 INSTRUCTIONS TO APPLICANTS

Interested applicants must submit: (i) his/her most current curriculum vitae (CV) or resume; (ii) signed a302-3 form; (iii) three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts, and (iv) a written statement certifying the date and length of time for which the candidate is available for the position; 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. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

- **Application letters and Form a302-3 must be signed. Incomplete and unsigned applications will not be considered.**

## 9.0 LIST OF REQUIRED FORMS FOR PSCS:

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

1. a302-3 forms
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.

**10.0 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. Please refer to the USAID website [http://transition.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc) to locate relevant AAPDs

**11.0 BENEFITS/ALLOWANCES:**

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

**BENEFITS:**

- Employee's FICA and Medicare 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.

**END OF SOLICITATION**