



# USAID | MALI

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 27, 2015  
QUESTION DUE DATE: May 15, 2015  
CLOSING DATE: May 26, 2015  
17:00PM. Bamako Time

**Subject: Solicitation Number SOL-688-P-15-000015 for a U.S. Resident Hire Personal Services Contract (USPSC) to serve as Communication & Reporting Officer.**

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from a U.S. Resident Hire who will be responsible for managing a range of communications related tasks. A principle task will be to help develop USAID/Mali's key messaging and ensure that it is aligned with the USAID mission statement and other overall Agency messaging. S/he will develop various communication products (success stories, social media and website content, fact sheets, briefings, etc). Additionally, the incumbent will be responsible for contributing to USAID and inter-agency reporting requirements i.e, the Operational Plan, Performance and Planning Report, Mission Resource Request and ad-hoc requests.

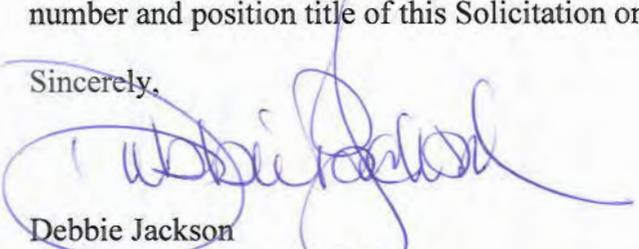
S/he will work closely with all USAID/Mali offices and with relevant U.S Embassy agencies and sections to ensure high quality deliverables. S/he will play an important quality assistant role, advising USAID on policies, procedures, and guidelines related to reporting requirements. In addition the incumbent will provide strategic guidance and lead knowledge management and dissemination activities to contribute to the objectives of collaborating, learning, and adapting (CLA). S/he may also be assigned other specific tasks related to key Program Office functions as the need arises.

Interested applicants must submit: (i) his/her most current curriculum vitae or resume; (ii) signed form OF 612, Optional Applications for Federal Employment; and (iii) three references, who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID Mali reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Form OF 612 must be signed and those submitted unsigned will be rejected. Applicants should retain for their record copies of all enclosures that accompany their submissions.

Application packages may be submitted via e-mail to [bamakoaidmalipsc@usaid.gov](mailto:bamakoaidmalipsc@usaid.gov). Please quote the number and position title of this Solicitation on the subject line of your e-mail application.

Sincerely,



Debbie Jackson

Supervisory Executive Officer

- SOLICITATION NUMBER:** SOL-688-15-000015
- 1. ISSUANCE DATE:** 04/27/2015
- 2. CLOSING DATE / TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** 05/26/2015, 17h00, Bamako, Mali Local Time
- 3. POSITION TITLE:** Communications and Reporting Officer (CRO)
- 4. POSITION GRADE:** *Resident Hire US Citizen: GS-11 (\$50,790 - \$66,027)*  
*(Final compensation within the GS-11 grade range will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background)*
- 5. PERFORMANCE PERIOD:** Two years assignment (with option for renewal subject to funds availability)
- 6. PLACE OF PERFORMANCE:** Bamako, Mali
- 7. SECURITY LEVEL:** **USPSC:** The successful candidate will be required to obtain a Facility access clearance as a pre-condition for employment.

**8. MEDICAL CLEARANCE:**

The successful candidate shall be required to obtain a medical certification proving aptitude to work and Medical evacuation insurance that is provided through your chosen service provider. Most USPSC are under MEDEX (Work: 410-453-6330; 800-527-0218; Fax: 410-453-6301; E-mail: [info@medexassist.com](mailto:info@medexassist.com) or Website: [www.medexassist.com](http://www.medexassist.com)) 9515 Deereco Road, 4<sup>th</sup> Floor, POB 5375. Timonium, MD 21904-5375. Receipt of Medical clearance and insurance are pre-condition for employment.

**9. STATEMENT OF WORK:**

**COUNTRY AND PROGRAM BACKGROUND**

Following peaceful democratic elections and the inauguration of President Keita on September 4, 2013 the USAID mission in Mali began working with the Government of Mali to resume foreign assistance more broadly, including education and governance activities that had been suspended since the coup, while also adapting continued activities to the newly-elected Government of Mali priorities as necessary.

USAID/Mali's proposed five year strategy will support the following goal: Malians secure a democratic, resilient and prosperous future. Unique to previous USAID/Mali strategies, USAID will pursue a two pronged-approach that integrates improved governance and resilience across USAID's traditional technical assistance sectors of health, economic growth, and education. Leveraging governance and resilience expertise and resources will target Mali's institutional weaknesses and extreme poverty through a whole-of-mission approach. At the same time, reduced stove piping will contribute to increased cost-effectiveness and sustainability of USAID investments.

USAID/Mali's programming is managed by four key technical offices: democracy and governance, health, education and economic growth. The mission currently implements several projects in support of Presidential Initiatives Feed the Future (FtF), Global Climate Change (GCC), and Global Health (GHI).

**10. CORE FUNCTIONAL AREAS OF RESPONSIBILITY:**

The Communications & Reporting Officer (CRO) works in USAID/Mali's Program Office in Bamako, Mali and reports to the Supervisory Program Officer or designate. The CRO develops and provides guidance on

communications-related special activities and deliverables in responding to USAID Washington and U.S. Government (USG) reporting requirements.

The candidate will be responsible for managing a range of communications related tasks. A principle task will be to help develop USAID/Mali's key messaging and ensure that it is aligned with the USAID mission statement and other overall Agency messaging., The incumbent will be responsible for contributing to USAID and inter-agency reporting requirements i.e., the Operational Plan, Performance and Planning Report, Mission Resource Request, and ad-hoc information requests. S/he will work closely with all USAID/Mali offices and with relevant U.S. Embassy agencies and sections to ensure high quality deliverables. S/he will play an important quality assurance role, advising USAID on policies, procedures, and guidelines related to the branding and marking requirements. In addition, the incumbent will provide strategic guidance and lead knowledge management and dissemination activities to contribute to the objectives of collaborating, learning, and adapting (CLA). S/he may also be assigned other specific tasks related to key Program Office functions as the need arises.

The CRO will use his/her wide range of communications; performance management; and program management knowledge, skills, and abilities, and experience to undertake the following responsibilities:

**A. USAID Communications Support:** The CRO will play a lead role in USAID/Mali mission-wide reporting. This will involve developing a strategy for internal and external outreach and communications in coordination with the USAID Development and Outreach (DOC) Specialist and the Program Office, with input from the Front Office and USAID/Washington. S/he will assist in the development and updating of communications products to effectively communicate USAID/Mali's work/results to both the Malian and American people, and support achievements related to the ongoing program, particularly related to the presidential initiatives that USAID/Mali is implementing (i.e., Feed the Future, Global Climate Change, Presidential Malaria Initiative and the Global Health Initiative). These products shall include fact sheets, success stories, social media and website content, mission and embassy briefing materials, weekly bullets, talking points for events, press releases, and other products/tasks as deemed necessary. The CRO will also assist in maintaining and updating the DOC shop to ensure continual effective messaging and outreach to visitors. S/he will coordinate closely with the DOC specialist and ensure that all relevant information is transmitted to the DOC and other Program Office staff for inclusion in key communication and reporting deliverables.

The CRO will also support USAID/Mali through a wide variety of other assigned communication/reporting-related tasks. S/he may respond to urgent, complex information requests and action items as needed. The nature and content of the action items could vary widely from the drafting of USAID/Mali information memos for the Ambassador that outline the Mission's proposed actions in a particular sector to responding to Government of Mali and USAID/Washington requests for information. The CRO may also perform a variety of duties related to special projects involving visible programmatic issues and may manage communication on cross-cutting initiatives.

The CRO will also work with technical teams, namely Contract/Agreement Officer Representatives, to provide guidance and increase compliance in regards to reviewing and managing USAID branding and marking plans and their implementation.

**B. USAID Reporting & Coordination:** The CRO will assist the Program Office to provide strategic input and guidance to Mission management to ensure quality reporting inputs, particularly in regards to complying with particular USAID reporting requirements, i.e., reporting on Feed the Future, completing Paris Declaration questionnaires, fulfilling ad-hoc programmatic requests from Washington. S/he will offer advice and guidance on how to prepare the reports, ensure key messages are captured, review and edit all inputs, and draft key sections of the documents. The CRO will provide additional assistance in preparing and reviewing key issue narratives for the annual Operational Plan (OP) and Performance Plan and Report (PPR), and may be asked to contribute to Congressional Budget Justification (CBJ) or other budget-related narratives.

**C. Knowledge Management and Dissemination:** The incumbent will also pro-actively provide advice and guidance to technical teams and the Program Office on effective means of using results and data to encourage learning and knowledge sharing within the mission and our broader Washington audience and implementing partners, in alignment with the USAID Collaborating, Learning, and Adapting (CLA) approach. This will also include providing guidance and coordination of dissemination of evaluation findings, assessments, best practices, and lessons learned. This may involve organization and coordination of events, partner meetings, workshops, documents, or other innovative dissemination methods and strategies.

**11. SUPERVISION AND EVALUATION OF PERFORMANCE:** The CRO will be supervised by the USAID/Mali Supervisory Program Officer, or his/her designee.

**Oversight:** The incumbent will independently plan and carry out his/her work. Evaluation of performance will be performed annually by the USAID/Mali Supervisory Program Officer, or his/her designee. The incumbent does not have supervisory responsibilities.

#### **12. EXERCISE JUDGMENT**

Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor and other professional staff members on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.

#### **14. AUTHORITY TO MAKE COMMITMENTS**

Exercise authority in accordance with delegation granted in USAID Mission Orders.

#### **15. NATURE, LEVEL AND PURPOSE OF CONTACTS**

The CRO will establish and maintain working relationships with all categories of USAID personnel in Bamako, the region, and Washington. Within the U.S. Embassy, the CRO may liaise with senior U.S. Embassy officials from the Defense Attaché's Office, the Political section, and other U.S. Government agencies comprising the U.S. Mission in Mali. At certain times, the CRO may be in regular contact (weekly and frequently daily contact) with senior Mission management both in Bamako and in Washington regarding key USG reporting requirements and takers.

**16. PHYSICAL DEMANDS AND LOGISTICAL ARRANGEMENTS:** The work is generally sedentary and does not pose undue physical demands. The position provides for USAID provision of office space, computer and telephone, fax, and email.

**17. WORK ENVIRONMENT AND TRAVEL:** The primary place of work is USAID/Mali located in Bamako. The incumbent may be required to travel within Mali to meet the responsibilities of the position.

**18. START DATE:** Preferably **on or about 06/28/2015**. This start date is contingent on security/facility access and health clearances being granted.

**19. POINT OF CONTACT:** See Section 22, How to Apply, for contact details.

**20. MINIMUM QUALIFICATIONS:** To be considered for this position, applicants must meet the minimum qualifications

1. United States citizenship;
2. Hold an undergraduate degree. Relevant majors include (but not limited to) economics, communications/English, Political Science, government, sociology/rural sociology, public administration, international development, human rights, business administration/management, development/area studies; and social studies;
3. Have at least five years of relevant professional experience in a field related to (but not limited to) reporting, writing/editing, and communication. Previous experience with U.S. Government agencies, other donor or international organizations, consulting companies, public relations, press or

communications is preferred. Relevant experience is defined as some combination of experience in developing, managing, evaluating and assessing projects; performance-based management and budgeting; strategic planning; communications (document preparation, editing, presentation preparation, etc.) and project reporting.

**21. SELECTION FACTORS:** To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement number at the top of each additional page. Candidates will be evaluated and ranked based on:

- 1. Education (15 points):** The candidate must have a relevant undergraduate degree. Relevant majors include (but are not limited to) economics, communications/English, political science, government, sociology/rural sociology, public administration, international development, human rights, business administration/management, development/area studies, and social studies.
- 2. Professional Experience (25 points):** The candidate must have at least five years of relevant professional experience in a field related to (but not limited to) reporting, writing/editing, communication, and/or performance management. Previous experience with U.S. Government agencies, other donor or international organizations, consulting companies, public relations, press or communications is preferred. Relevant experience is defined as some combination of experience in developing, managing, evaluating and assessing projects; performance-based management and budgeting; strategic planning; communications (document preparation, editing, presentation preparation, etc.) and project reporting.
- 3. Language Proficiency & Communication Skills (30 points):** Excellent written and oral communication skills in English (equivalent to level 4). Demonstrated ability to edit technical documents into user friendly formats. Ability to prepare presentations. Ability to speak and read French (level 3+) is preferred.
- 4. Knowledge, Skills and Abilities (30 points):** Incumbent must have analytical skills and management skills. Strong interpersonal skills are required. Good computer skills are required, including Word, Power Point, and the development of spreadsheets/tracking systems. Ability to comprehend and synthesize a vast array of documentation (e.g., strategies, project documents, data and foreign assistance information). The ability to interpret, analyze, and present data to a variety of audiences is preferred. Familiarity with and interest in social media as well as using other innovative communication and reporting platforms, such as GIS, is also highly preferred. Ability to work in teams is necessary. Ability to interpret U.S. Government laws, policies, regulations and procedures related to international development assistance. Ability to disseminate and explain guidance in layman's terms is required. A working knowledge of West Africa is preferred.

**Maximum Evaluation Score: 100**

**22. How to Apply:** To ensure consideration of application for the intended position, please reference the solicitation number on your application, and as the subject line in any email, cover letter and any other attached pages. The highest rated applicants may be selected for interviews.

Applications must be received by the closing date and time specified in Section 22. Applications received after the date and time shall be considered late and will be considered at the discretion of the Government.

Please confirm that all documents submitted were received prior to the closing date and time of this notice. Equipment and network failures at USAID or by the applicant's network are not acceptable reasons for late submission as applicants have the option of sending a hard copy via courier.

*Qualified individuals are requested to submit the following documents in order to have a complete application package:*

1. A U.S. Government Optional Form 612 (available at <http://www.usajobs.gov/OF612.asp>); **The OF 612 must be signed and those submitted unsigned will be rejected.**
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Communications and Reporting Officer position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives.
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

### **23. SUBMIT APPLICATION:**

Human Resources Management Office - Email: [bamakoaidmalipsc@usaid.gov](mailto:bamakoaidmalipsc@usaid.gov) by 05/26/2015 at 15h00 Bamako, Mali time.

#### **Email Application email address:**

The email submission address is: [bamakoaidmalipsc@usaid.gov](mailto:bamakoaidmalipsc@usaid.gov). Please include the following in the subject line for all email submission: SOL-688-15-00015.

To ensure consideration of applications for the intended position, please reference the solicitation number on your application, and as the subject line in any cover letter. The highest ranking applicants may be selected for an interview.

### **24. LIST OF REQUIRED FORMS FOR PSC**

Forms outlined below can found at:

[http://www.usaid.gov/business/business\\_opportunities/psc\\_solicitations.html](http://www.usaid.gov/business/business_opportunities/psc_solicitations.html)

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

\*\* Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

### **CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSC**

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contracts. Please refer to this website:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc) to determine which AAPDs and CIBs apply to this contract.

**25. BENEFITS, ALLOWANCES AND PAYMENT OF TAXES:** As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

**Benefits**

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Leave Without Pay
- Compensatory Leave

**FEDERAL TAXES:** USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

**EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND PROVIDES EQUAL OPPORTUNITY AND FAIR AND EQUITABLE TREATMENT IN EMPLOYMENT TO ALL PEOPLE WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, POLITICAL AFFILIATION, MARITAL STATUS, OR SEXUAL ORIENTATION**