



# USAID | BENIN

FROM THE AMERICAN PEOPLE

**TO:** All qualified Applicants  
**FROM:** Nadege Deguenon, Acting EXO Lead  
**Subject:** Job Opportunity Announcement Solicitation #: 680-17-000002  
**Date:** November 28, 2016

USAID is accepting applications for the following local-hire position

**POSITION TITLE:** USAID Development Assistance Specialist (Policy Advisor)  
**NUMBER OF POSITIONS:** One (1)  
**GRADE:** **FSN 10** (trainee level FCFA 15,379,291 to FCFA 27,176,685)  
**FSN 11** (FCFA 19,153,862 to FCFA 34,159,650)  
**OPENING DATE:** November 30, 2016  
**CLOSING DATE:** January 4, 2017 at 12:00 p.m Cotonou time  
**WORK HOURS:** Full-time: 40 hours/week

**Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).**

**Definitions:**

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

U.S. Agency for International Development  
C/O American Embassy, 01 B.P. 2012  
Cotonou, BENIN

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<http://www.usaid.gov/bj>

## **I. BASIC FUNCTION OF POSITION:**

This position is supervised by the General Development Officer who reports to the Country Representative in USAID/Benin, at the U.S. Embassy in Cotonou. As a recognized economic and social policy expert, the incumbent provides analysis that helps guide USAID project planning and management. The incumbent also supports all Mission technical offices on economic and public policy issues within their portfolios, and coordinates with them on public policy activities shared among offices. The incumbent also tracks Beninese economic and social reforms and prepares relevant analyses for the Mission. Finally, the incumbent may oversee project management for programs that relate to strengthening more accountable institutions. As a USAID employee, the incumbent carries responsibility to understand and incorporate the Agency's five core values in all aspects of his/her work. These core values are: 1. Customer focus, 2. Results orientation, 3. Empowerment and accountability, 4. Teamwork and participation, and 5. Valuing Diversity.

## **II. MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Political Economy and Policy Analysis – 40%**

Provide senior technical leadership in analyzing major economic and social policy reforms required for the successful achievement of USAID's development objectives. Independently conducts regular sector / issue-level analyses of areas critical to Benin's development. These analyses examine political and/or cultural obstacles that impede Benin's social and economic development. Analyses are accompanied by strategic recommendations that identify how USAID could adjust existing programs and/or identify new areas where USAID could potentially engage diplomatically or programmatically. Analyses incorporate regional context and trends, such as the growing threat of violent extremism. Furthermore, both formal and informal institutions will be analyzed, such as how incentive structures, interests, coalitions (political and/or class), cultural beliefs, and/or ideologies may affect development. The incumbent provides analysis on an ongoing basis, and will ensure that various analyses are updated over time. The position requires incumbent to spend considerable time devoted to reading the newspapers and traveling throughout the country to collect data. Themes for analysis include, but are not limited to, some or all of the following:

- Economic policy (including rural development, agriculture, land, trade, and others)
- Regional disparities
- Conflict and violent extremism
- Decentralization and good governance (including civil service, public procurement, and others)
- Justice and the rule of law
- Gender and women's empowerment
- Health systems

### **2. Relationship Management and Dialogue Facilitation – 25%**

The incumbent will develop and maintain an extensive range of senior-level contacts and informants in the government, private sector, and civil society. These relationships will include Cotonou, but also throughout the country across departments, extending to the northern regions. Incumbent will be able to use networks to gather information, gain access to important leaders, and serve as a means to connect USAID's programs with a broad range of important stakeholders. The incumbent will organize regular panel discussions and informal discussions among USAID's leadership and outside stakeholders to increase sharing of information and enhance USAID's understanding of subtle local realities.

### **3. Program Coordination/Representational Activities – 15 %**

Provide detailed program coordination support for all USAID activities on an ongoing basis, as follows:

Coordinate with all USAID offices on policy reform areas. Will ensure that knowledge produced through political economy and policy analyses are regularly and systematically used by technical offices. Support development of synergies with other USAID and Embassy section activities as appropriate. Develop and maintain an active dialogue with senior U.S. Embassy officials, USAID/Washington colleagues, major donor institutions (such as the International Monetary Fund, the World Bank, etc.), Beninese government officials, and host country private sector and NGO counterparts on the design and implementation of USAID programs.

### **4. Project design and management – 20 %**

The incumbent is expected to oversee project management for programs that strengthen more accountable institutions. This could include programs that strengthen the country's audit institutions as well as efforts to curb corruption and impunity. These programs will be highly strategic in nature, and will connect to the broader USAID's bilateral objectives related to health, or to the regional Mission's objectives related to Economic Growth. Incumbent will utilize broad knowledge of social and economic policy to guide management of programs, and will ensure that they coordinate closely with other donors working in the same sectors. S/he will furthermore participate in, contribute to, and make recommendations on matters relating to the development of programs and project initiatives in a way that promotes consistency with sustainable economic development reform objectives of the Government of Benin (GOB), USAID and the donor community. Will also provide analysis and recommendation on the implementation of ongoing USAID programs in relation to their consistency with the reform objectives of the GOB, USAID and the donor community.

### **5) Other Duties –**

Perform all other duties necessary for the achievement of results as required.

## **III. QUALIFICATIONS AND EXPERIENCE:**

- a. **Education:** A Master's Degree in economics, public policy / administration, or international relations is required.
- b. **Prior Work Experience:** At least 5 years of successful work in academic research and/or policy-making, project management, or donor coordination is required.
- c. **Post Entry Training:** Programming Foreign Assistance, PDM and AOR/COR training.
- d. **Language Proficiency:** Level IV (Fluent) in English (reading and writing) and native facility in French is required.
- e. **Job Knowledge:** A thorough knowledge of modern development principles and theory. In depth knowledge and understanding of Benin's economic, political and cultural structures and development priorities. A thorough knowledge of ongoing or potential Beninese economic and social reforms. Knowledge of: agriculture, trade and investment issues; land markets and reform; access to finance; economic governance, and the justice sector.
- f. **Skills and Abilities:** Strong communications, interpersonal, teamwork, and leadership skills. Ability to develop and maintain an extensive range of senior-level contacts in government and the private sector. Ability to interact and work effectively with organizational management and technical offices. Ability to prepare reports and technical policy briefings.

Ability to plan, organize, and implement complex research projects and to prepare accurate and analytical reports and recommendations.

#### **IV. EVALUATION FACTORS:**

- a) **Education (15 points):** A Master's Degree in economics, public policy / administration, or international relations is required.
- b) **Prior Work Experience (25 point):** At least 5 years of successful work in academic research and/or policy-making, project management, or donor coordination.
- c) **Language Proficiency (10 points):** Level IV (Fluent) in English (reading and writing) and native facility in French.
- d. **Job Knowledge (25 points):** A thorough knowledge of modern development principles and theory. In depth knowledge and understanding of Benin's economic, political and cultural structures and development priorities. A thorough knowledge of ongoing or potential Beninese economic and social reforms. Knowledge of: agriculture, trade and investment issues; land markets and reform; access to finance; economic governance, and the justice sector.
- e. **Skills and Abilities (25 points):** Strong communications, interpersonal, teamwork, and leadership skills. Ability to develop and maintain an extensive range of senior-level contacts in government and the private sector. Ability to interact and work effectively with organizational management and technical offices. Ability to prepare reports and technical policy briefings. Ability to plan, organize, and implement complex research projects and to prepare accurate and analytical reports and recommendations. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. Ability to prioritize activities with minimal supervision and work effectively under pressure. Superb analytical skills and superior capacity to present analysis and recommendations in written and verbal forms. Ability to efficiently conduct desk reviews of secondary data and reports, such as World Bank, IMF, etc. Highly developed social skills, including ability to facilitate discussions and work well in teams. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY AND HIGH ETHICAL STANDARDS throughout all phases of acquisition and assistance procurement.

#### **V. INSTRUCTIONS TO APPLICANTS**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable. After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

**Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or

determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at [lkpadonou@usaid.gov](mailto:lkpadonou@usaid.gov) or Mrs. Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

**Please reference the number of this solicitation when sending your application.**

**Submissions made via e-mail MUST be PDF format.**

Electronic submissions are authorized and are to be sent to: [lkpadonou@usaid.gov](mailto:lkpadonou@usaid.gov) and [cacacha@usaid.gov](mailto:cacacha@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/BENIN

ATT. LAURENT KPADONOU/ CLEMENCIA ACACHA

EXECUTIVE OFFICE (EXO)

US EMBASSY COTONOU, MARINA AVENUE

01 BP 2012 COTONOU, BENIN

N.B: Mark submissions "PSC 680-17-000002" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

## **VI. COMPENSATION**

The position grade is FSN 11. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-10 based upon the candidates past salary. Applicants falling at the FSN 10 will receive an annual salary increase of one step each year up to the maximum step FSN 10 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-11 after one year, if their performance is rated more than fully successful. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.