

**JOB VACANCY ANNOUNCEMENT
INTERMITTENT SENIOR DESIGN ADVISOR
US PERSONAL SERVICES CONTRACTOR (USPSC)
OFFSHORE HIRE**

- 1. Solicitation Number:** SOL-685-16-000007
- 2. Issuance date:** November 17, 2015
- 3. Closing date/time at USAID/Senegal:** December 4, 2015 at 17:00 pm (Senegal Time)
- 4. Position title:** SENIOR DESIGN ADVISOR
- 5. Market value:** GS 15 (\$101,630 - \$132,122 p.a.)
Final compensation will be negotiated within the listed market value based upon the candidate's past salary history, work experience and educational background.
- 6. Organization Location of Position:** Dakar - Senegal
- 7. Direct Supervisor:** The incumbent reports to the Economic Growth Office Director
- 8. Supervisory Control:** None
- 9. Period of Performance:** 6 months of work over a 12 months timeframe. Immediate upon receipt of security/medical clearances.
- 10. Place of Performance:** Dakar – Senegal
- 11. Security Access:** Employment Authorization
- 12. Area of Consideration:** US Citizens Local hire
- 13. Work Schedule:** 40 Hours Workweek

Note: Due to the number of applications we receive, only applicants who have been short listed will be contacted by USAID.

OVERVIEW

The U.S. Agency for International Development (USAID) Mission to Senegal is seeking a Senior Design Advisor to assist the Mission during a period of need. The Economic Growth (EG) Office is embarking on a new project design that takes into consideration the growth of the EG portfolio over the last two years. Because of the inherent link between agriculture/food security, nutrition, natural resource management, climate change, energy, and private sector investment and trade, a new Economic Growth Project Activity Design (PAD) will ensure that all investments simultaneously address the EG Development Objective. The EG Office is committed to ensuring that the project design process is informed by evidence and supported by analytic rigor (see Annex 3). To that end, the Senior Design Advisor will be responsible for leading the assessment and analysis, draft concept note, and final design of the new EG PAD, as well as contributing to the development of certain activity program descriptions/scopes of work (SOW).

During the design phase, projects are expected to:

- Closely link up to relevant country development strategies and priorities;
- Take measurement and evaluation into consideration from the start;
- Establish clear expectations for the impact and outcomes of the project;
- Keep the ultimate goal of sustainability in mind; and
- Link up development trajectory, best practices and theory of change.

USAID has developed several key guidance and policy pieces that are incorporated into the ADS 200 series, including revised project design guidance.

BASIC FUNCTION OF THE POSITION

The USPSC is expected to be available for intermittent assignments in order to assist on the project design process for USAID/Senegal's EG Office. The Senior Design Advisor will be expected to provide expertise and mentoring to USAID staff during the development of the PAD and will be supervised by the EG Office Director.

PERIOD OF PERFORMANCE/TIMING

The intended USPSC is for intermittent assignments, assuming +/- six months work over a 12 month timeframe. Work would be both in country (Dakar, Senegal and travel outside of Dakar) and virtual on an agreed upon schedule.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent reports directly to the EG Officer Director who will provide guidance, direction, and day-to-day instruction as necessary. For the most part, the Mission will expect the Senior Design Advisor to operate with a high degree of management independence – leading,

organizing and directing the efforts of the assessment team, and will be responsible for the production of a Final Assessment Report, concept note, and PAD acceptable to the Mission. The Senior Design Advisor may assign the drafting of specific sections of the Assessment Report, concept note, and PAD to members of the team, but he/she is responsible for an acceptable final product in all cases. LEADING TEAMS

As a recognized expert in program and project design and implementation functions, the Senior Design Advisor will serve as the Team Leader for the project design process from the assessment and analysis stage through initial concept to final project/activity approval. The Senior Design Advisor will be ultimately responsible for the final assessment reports, draft concept note, and draft PAD. Their work will also contribute to the draft solicitations for a select number of activities.

PROJECT/PROGRAM DESIGN & IMPLEMENTATION

Duties

- I. Serve as Team Leader for the assessment and analysis of the economic growth sector, including all areas of possible intervention (agriculture/food security, nutrition, natural resource management, climate change, energy, and private sector investment and trade). LEADING ROLE

Specific tasks include:

- Provide overall and day-to day leadership for the assessment team. LEADING ROLE
 - Direct team members, establish work priorities, and assign writing tasks for the assessments and analysis reports.
 - Develop and outline the final assessment report that will guide the efforts of the assessment team.
 - A final draft of the Assessment Report will be prepared and submitted to the EG Office Director before departing Senegal.
2. Serve as Team Leader for the final design of a new project in the economic growth sector, including all areas of possible intervention (agriculture/food security, nutrition, natural resource management, climate change, energy, and private sector investment and trade), with responsibility for the production of a final Project Approval Document (PAD). The final design team may include technical experts from USAID/W, Mission staff, U.S. consultants, and local consultants. Specific tasks include: LEADING TEAMS
 - Provide overall leadership and direction to the team on the design.
 - Assign analytical and writing responsibilities for the final design document (PAD).
 - Prepare a final PAD covering the following:
 - a. Describe the economic growth setting in Senegal and the significant challenges and constraints that impede agricultural development, threaten the environment, and/or inhibit sustainable growth/development of the sectors in which USAID will intervene.
 - b. Describe the proposed program, including overall approach and rationale for choosing this approach; specific activities; and inputs required to accomplish the project. Describe the interrelated nature of all the activities.
 - c. Identify major results and indicators. Relate the objectives of the project to USAID's strategy for Senegal; the U. S. Mission's Performance Plan; and the F assistance framework. Discuss sustainability factors.

- d. Summarize relevant analyses, including the findings of the assessment; the Mission's most recent gender assessment, and other analyses that contributed to the design of the project.
- e. Describe related programs/activities of other donors and USAID.
- f. Prepare a project financial plan that includes projected obligations by FY and identify sources of funding. Identify methods of financing as required by ADS 201.3.12.9.
- g. Propose and justify a procurement approach for the project (e.g. contract versus grant; full or limited competition, etc.) and develop an implementation plan/schedule.
- h. Describe how the project will be monitored and identify any special monitoring requirements such as surveys or other data collection needs.
- i. Develop a comprehensive results framework and logframe for the new project.
- J. The final draft of the PAD shall be due before departing Senegal. Although the Senior Design Advisor may assign certain sections of the PAD to other team members in the role of team leader, he/she is responsible for the final product and for meeting submission deadlines established by the EG Office Director.
- k. Refine learning agenda.

In all cases – Assessment Report, concept note, and PAD – the Senior Design Advisor will follow the guidance of the EG Office Director and the outlines in USAID/Senegal's Mission Order on Activity Design, Review and Approval. Also, the Senior Design Advisor is the person responsible for preparing the final Assessment Report, concept note, and PAD and ensuring that these documents are of acceptable quality and submitted on the dates requested by the Mission.

MINIMUM QUALIFICATIONS

The incumbent should meet the following requirements in education, work experience, knowledge, and skills and abilities to be able to carry out the aforementioned duties and responsibilities.

1. **Education:** A Master's Degree in agriculture, agriculture economics, social or behavioral science, public policy/administration, international development, or other related field of study is required.
2. **Prior Work Experience:** A minimum of 10 years of progressively responsible professional experience in program design in agriculture (and/or management) for developing countries is required. Strong team leadership and strategy development is critical. Current knowledge of policy, technical and operational aspects of gender and/or international development practices, as well as direct work experience with an international organization and/or donor agency, is desirable.
3. **Communication Skills:** Proven ability to work as a member of a team and to foster teamwork is required, as is the ability to develop and maintain productive working relationships at all levels, including with USAID/USG staff and colleagues and members of the wider development community. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

4. **Language Proficiency:** Excellent English language communications skills (native speaker level), both written and oral is required. Proficiency in French is required (3/3 level).
5. **Knowledge:** Incumbent is expected to be an expert, consulted by Mission staff and relevant partners, on all issues pertaining to project design for agriculture development programs. Demonstrated knowledge of policy, technical and operational aspects of international development practices is required. Preference will be given to an understanding of these issues in the Senegal country context or comparable setting. It is desired that the applicant have direct work experience with an international organization and/or donor agency, as well as a thorough working knowledge of USG operations, regulations, policies, procedures and programs.
6. **Skills/Abilities:** Incumbent must possess superior written, interpersonal and communication skills. The incumbent is required to be able to: 1) work effectively in a team environment and communicate technical information to both expert and lay audiences; 2) achieve consensus on policy, project, strategy, research, and administrative matters; 3) readily understand, analyze and discuss issues around development practices; and 4) organize and facilitate meetings and make oral presentations in a multi-cultural context. The incumbent must also have the ability to establish rapport and effective communication with USAID staff and partners.

POSITION ELEMENTS

1. Post Entry Training: N/A
2. Physical Condition: USAID prohibits discrimination in hiring and employment on the basis of physical or mental impairment. USAID promotes, with reasonable accommodation, the full realization of equal employment opportunities for the disabled in recruitment, promotion, assignment, and training.
3. Supervision Received: The Senior Design Advisor will work under the general supervision of the USAID/Senegal EG Office Director. The EG Office Director will assist the Advisor to: 1) establish a schedule with appropriate objectives and performance measures; 2) review work outputs and deliverables to ensure compliance with Agency policies, and implementation of best practices; and 3) assess the incumbent's performance seeking input from appropriate USAID/Senegal team members and external stakeholders. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance.
4. Available Guidelines: The Senior Design Advisor is required to understand Mission and Agency-specific policies and procedures which govern program activity management in addition to the USAID/Senegal established administrative operating procedures, policies and formats. 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, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents.

5. In addition, the Mission Director, USAID/Senegal Program Office team, support teams such as Financial Management, Executive Office, Procurement Office and Regional Legal Advisor and counterparts in USAID/Washington are available as resources to provide advice and guidance.
5. Authority to Make Commitments: The Senior Design Advisor will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID/Senegal.
6. Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment and ingenuity to interpret the intent of guides in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion, and patience is expected from the incumbent in dealing with USAID personnel as well as representatives from other USG agencies and donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively with officials of the Ministries and the private sector from Senegal, coordinating efforts in support of USAID/Senegal education project design objectives, and in collecting, analyzing and reporting on progress of activities and recommending project design actions. The incumbent will also be required to follow and adhere to the Agency's Code of Ethics and Conduct.
7. Nature, Level and Purpose of Contacts: The Senior Design Advisor will be required to maintain solid working relationships with various USAID and USG Offices and relevant partners. Specifically, the Advisor will be required to work closely with: 1) USAID/ Senegal EG Office; 2) USAID/Program Office; 3) other USAID/Senegal support offices.

The purpose of contact will be to: 1) collect, obtain, and verify factual information pertaining to Project Design tasks; 2) maintain open lines of communication in support of Foreign Assistance issues; and 3) solicit stakeholder feedback throughout the Project Design process. Interactions will concern information gathering and leading the development of Project Design documents with various partners. Consultations between the incumbent and partners will be held for explaining and assisting with strategizing Project Design related documents and objectives, securing cooperation, resolving problems, obtaining or furnishing information, defending or negotiating controversial issues among stakeholders with diverse opinions, and persuading USAID staff and counterparts to take actions and accept recommendations.
8. Supervision Exercised: The Senior Design Advisor does not have regular supervisory responsibility.
9. Time Required to Satisfactorily Perform Full Range of Duties after Entry into the Position: Twelve (12) months.

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. Following is the evaluation criteria for this position:

Education (20 points)

Candidates must possess a Master's Degree in international development, social or behavioral science, public policy/administration, or communications, or other related field of study.

Knowledge/Experience (40 points)

- A minimum of 10 years relevant professional experience in project design (and/or management) with developing countries.
- Demonstrated knowledge of policy, technical and operational aspects of international development practices. Preference given to an understanding of these issues in the Senegal country context or comparable setting.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.

Skills/Abilities (40 points)

- Superior writing skills.
- Strong interpersonal and communication skills.
- Proven ability to work effectively in a team environment and communicate highly technical information to both expert and lay audiences, and achieve consensus on policy, project, research, and administrative matters.
- Ability to readily understand, analyze and discuss issues around development practices. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

ANNEX I: REFERENCES

<http://www.usaid.gov/policy/ads/200/201.pdf>

<http://www.usaid.gov/policy/ads/200/220.pdf>

ANNEX 2: KEY USAID DEFINITIONS

ADS 201.3.7 Projects Effective date: 01/17/2012

A "project" is defined as: a set of executed interventions, over an established timeline and budget intended to achieve a discrete development result through resolving an associated problem. It is explicitly linked to the CDCS Results Framework. More succinctly, a project is a collaborative undertaking with a beginning and end, designed to achieve a specific purpose.

Several other terms relate to this definition of project, including "program" and "activity". "Program" is aligned with a CDCS Development Objective and includes all projects and other activities that are associated with a particular DO. "Activity" is a component of a project that contributes to a project purpose. It refers to an award (such as a contract or cooperative agreement), or a component of a project such as policy dialog that may be undertaken directly by Mission staff.

ANNEX 3: KEY USAID PRINCIPLES FOR PROJECT DESIGN

ADS 201.3.85 Additional Principles of Project Design Effective date: 01/17/2012

In addition to the application of the Operational Principles discussed in ADS 200.3.1, there are a number of significant additional principles that apply specifically to the design process as follows:

- Apply analytic rigor and utilize the best available evidence: There is always a dynamic tension between the pressure to obligate funds and the time needed for evidence-based project designs. It is essential that project designs not short-change rigorous analysis and the collection of evidence from development experience and lessons learned derived from well documented, rigorous evaluations. In addition to USAID directly producing analytic studies, additional methods for obtaining needed information can be used, such as literature reviews, synthetic analysis of existing knowledge, peer exchange of experimental knowledge, consultations with local thought leaders to elicit local knowledge, etc.
- Methods and formats should be matched to available resources and to the knowledge being sought, and should be planned to optimize the analytic gain for the effort and funding available. While lengthy analytic studies will be necessary in some cases, in others, sufficient analyses can be conducted by using interactive formats ranging from face-to-face facilitated workshops to virtual discussions among development experts, and so on.
- Continuous Learning for Adaptive Management: Regardless of the approach to analysis, it should be recognized from the outset that the analytic basis for projects continuously needs to be updated, tested, and upgraded. Project design should therefore incorporate plans to reflect on the evidence underlying project design, assess the implications of divergence between anticipated and unanticipated outcomes, and facilitate reflection, additional analytic work, and course correction during project implementation. Missions that have included a focus or component in their Country Development Cooperation Strategy (CDCS) on collaborating,

- Learning, and adapting (CLA) should have a separate implementation plan for operationalizing this component across the Mission portfolio. They should ensure that project designs reflect the projects' relationship to that broader implementation plan.

Implement review processes appropriate to a project's cost and complexity: In addition to conducting analysis, project designs can also be improved through the use of peer input and peer review. This can take a variety of forms, including having USAID/Washington staff undertake an early knowledge management review to identify lessons from similar projects and programs; having a panel of experts participate in a facilitated project design review session; and seeking design and review participation from experts at partner country institutions, U.S. Government and other donor agencies, think tanks, and universities. In consulting outside USAID, judgment must be used to avoid potential conflicts of interest. At a minimum, all projects must undergo an internal multidisciplinary formal review involving various Mission offices and functions.

- Promote collaboration and mutual accountability among USAID, the partner government and other key stakeholders: In line with the principles of the Paris Declaration on Aid Effectiveness, the Accra Agenda for Action, and the principles of USAID Forward, the design process must include the active engagement of partner country governments and civil society through, for example, joint diagnostic constraints analyses. An explicit assessment of the partner government's capacity and role with regard to project implementation and managing donor resources should also be included. Based on the outcome of that assessment, a decision should be made on the host country's role in the project, and their contribution toward sustainability, including mutual accountability consistent with ADS 220.
- USAID staff must lead in the project design effort: USAID staff should carry out the major steps of the project design process. The designated USAID project design team should oversee the analysis, conceptualization, and detailed design aspects of the project. Collaboration, consultations and peer reviews with experts should be used, but USAID staff should have a leading role. USAID staff should serve as the principal liaison with host government officials and with other donors in establishing project priorities and broad design parameters. Where a Mission does not have appropriately skilled staff resources, they may be available from USAID/Washington, including the Pillar Bureaus, Regional Bureaus and PPL.
- Broaden the range of implementing options to be considered: Use of partner country agreements and systems, local non-governmental and community-based organizations, agreements with Public International Organizations (PIO), and pooled funding arrangements broaden the range of mechanisms beyond USAID-direct contracts and grants awarded to U.S. organizations. Missions should consider mechanisms being pioneered by USAID's Office of Innovation and Development Alliances (IDEA). The choice of implementing mechanisms is one of the most fundamental considerations in the final stage of project design and has clear linkages to the project's sustainability strategy.

INSTRUCTIONS TO APPLICANTS:

Applications must be received by the closing date and time at the address specified in the cover letter or they will not be considered eligible for evaluation or award, unless the Contracting Officer determines that the documents were mishandled by the receiving agency or there is acceptable evidence to establish that it was received by the Government installation prior to the time and date specified in the solicitation. You are directed to Federal Acquisition Regulation, Part 15.208 "Submission, modification, revision, and withdrawal of proposals" for further information.

Applications must be sent to the following email address:

usaiddakar-hr@usaid.gov

Attn.: Samuel Carter
Sup. Regional Executive Officer
USAID/Senegal

OR Papa Babacar Niowy Senghor
Human Resources Specialist
USAID/Senegal

To ensure consideration of applications for the intended position, please reference the solicitation number in the application, and as the subject line in any cover letter and/or email, as well as using the address/delivery point specified in this solicitation. The highest ranking applicants may be selected for an interview.

The position will be filled subject to availability of funds.

List of REQUIRED Forms

Qualified individuals are requested to submit a U.S. Government Standard Form Optional Form (OF) 302-3. OF 302-3 is available at the USAID web site, on www.usaid.gov/forms. Applicants are required to sign the certification at the end of the OF-302-3. Applications that are received without a signature will not be considered for the position. Applicants that submit their application by e-mail without an electronic signature must send a fax or scanned copy of the signature page in order for their application to be considered for this position. Applicants shall submit a résumé or curriculum vitae and write a brief appendix to the OF-302-3 to demonstrate how prior experience and/or education and training address the Evaluation Factors listed above.

The following forms shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job. A prerequisite for employment is a medical clearance and completed background investigation that reflects one's qualification for employment authorization.

- Medical History and Examination (08-1843).
- Questionnaire for sensitive Positions (for National security) (SF-86); or
- Questionnaire for Non-Sensitive Positions (SF-85).
- Finger Print Card (FD-258).

References:

Three (3) to five (5) references, who are not family members or relatives with working telephone and e-mail contacts are required. The references must be able to provide substantive information about an applicant's past performance and abilities. USAID reserves the right to obtain past performance information from any source. If an applicant does not wish for the current employer to be contacted as a reference check, this should be stated in the applicant's cover letter and OF-302-3. Reference checks will be made only for applicants considered highly rated.

Benefits and Allowances:

As a matter of policy, and as appropriate, a USPSC is normally authorized the benefits and allowances listed in this section. [NOTE: A contractor meeting the definition of a U.S. Resident Hire PSC, shall be subject to U.S. Federal Income Tax, but shall not be eligible for any fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances].

A. Benefits:

- (1) Employee's FICA Contribution
- (2) Contribution toward Health & Life Insurance
- (3) Vacation & Sick leave (only earned for actual work days)

B. Federal Taxes: US PSCs are **not** exempt from payment of Federal Income taxes.

Acquisition and Assistance Policy Directives (AAPD) and Contract Information Bulletins (CIBs) pertaining to PSCs.

Please refer to the web site below to find the AAPDs and CIBs that apply to this contract. At the home page, please click on Personal Services Contracts.

http://www.usaid.gov/business/business_opportunities/cib/subtlect.html

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The US Mission in Senegal 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. USAID/Senegal also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.