SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) – Education Project Management Specialist

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers/applications from qualified persons to provide personal services under contract as described in this solicitation.

Offers/Applications must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers/applications will not be considered. Offerors/Applicants should retain copies of all offer/application materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers/applications.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Robert Schmidt
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068819R10002

2. ISSUANCE DATE: June 5, 2019

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: June 21, 2019

4. POSITION TITLE: Education Project Management Specialist

5. MARKET VALUE: The incumbent will be compensated in accordance with the U.S. Mission Mali’s Local Compensation Plan (LCP). Final compensation will be negotiated within the listed market value.

6. PERIOD OF PERFORMANCE: Employment under this contract is of a continuing nature. CCNPSC's contract duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.

7. PLACE OF PERFORMANCE: Bamako, Mali with possible travel as stated in the Statement of Work.

8. SECURITY LEVEL REQUIRED: Security certificate

9. STATEMENT OF DUTIES:

1. General Statement of Purpose of the Contract

The Project Management Specialist will provide technical assistance to USAID/Mali's basic education team, contributing to the designing of a project which focuses first on improving reading skills for primary school students in Mali, and secondly on improving equitable access to quality education for marginalized children and children in crisis and conflict areas. The Project Management Specialist will help his/her education colleagues in all analytic works related to the design of this new project which will lead to the development of new activities to be implemented through contracts or cooperative agreements, focused on the goal to “Expand Access to Quality Basic Education, with an emphasis on reinforcing lifelong literacy in Mali.” Responsibilities will involve working together with education team colleagues to design, implement, and monitor a portfolio of contracts and grants that support the Ministry of Education and Vocational Training (MEFP). It is expected that the successful execution of the responsibilities of this position will lead to a positive impact on the national education system in Mali.

2. Statement of Duties to be Performed

A. Project Management 60%

In his/her capacity as Activity Manager, the incumbent will:
• Contribute to the management priorities of USAID/Mali’s education team and program;
• Serve as a point of contact for the contract(s) and implementing partner(s) for which s/he is Activity Manager;
• Monitor the implementing partner’s performance, and verify that it conforms to the technical requirements and quality standards agreed to in the terms and conditions of the mechanism;
• Review implementation plans, annual work plans, and monitoring and evaluation plans;
• Ensure collaboration with other donors in the technical areas addressed by the contract(s) and that USAID programming reflects best practices in these areas;
• Conduct regular field visits and document in writing any deficiencies observed;
• Participate in regular monitoring meetings with the implementing partner and MoE technical staff to evaluate performance and provide timely technical direction and guidance to the contractor within the scope of the Statement of Work;
• Ensure that program reports/deliverables are received in a timely manner and monitor them for accuracy, completeness and implications for consideration by the education team and MoE;
• Identify program success stories and other means of outreach to U.S. and Malian audiences;
• Monitor implementing partners’ spending through their budgets, their vouchers and invoices, and their continuation applications;
• Develop estimates of accrued expenditures and pipeline figures on a quarterly basis for pipeline analysis and financial reporting within the Mission and for Washington and ensure that all incremental funding actions comply with USAID’s forward-funding guidelines;
• Review the financial status of USAID/Mali’s portfolio of education contracts/grants as part of quarterly Performance Implementation Reviews.

B. Program Planning 30%

• Oversee the design and implementation of all activities related to students’ early reading instruction and assessment;
• Collaborate closely with and monitor other bilateral and multilateral donors (PTF) working in the areas of teacher training, education quality, reading instruction, and post-conflict education;
• Based on this collaboration and monitoring ensure USAID is informed of what other donors are doing in the areas of Teacher Training and student reading instruction and assessment, textbooks, learning materials, post-conflict education, and that USAID support complements what others are doing, and reflects best practice;
• Prepare all necessary internal USAID program implementation documentation for smooth program implementation, including Program Implementation Letters (ILS), and Modified Acquisition and Assistance Documents (MAARDS) for this support; and contribute to budget tracking in collaboration with OFM and Program Office.
• Coordinate with the ME and other partners the planning of USAID support to early grade reading, education and teacher training, and post-conflict education, including the preparation of annual program plans, budgets and implementation letters;
• Draft Scopes of Work for program reviews, evaluations, assessment and studies;
• Contribute to the USAID policy agenda by identifying specific issues, lessons learned, strategies and actions that can lead to policy changes in the education sector.
C. **Representation to the MEFP, Donors, and other Education Stakeholders 10%**

In this capacity the incumbent will:

- Represent USAID to the MOE and MEFP and other donors working in the education sector;
- Engage in education sector policy dialogue and joint technical/monitoring reviews of PRODEC and PAPB;
- Attend and contribute to the education sector Thematic Commissions and Working Groups;
- Collaborate closely with other bilateral and multilateral donors working in technical areas relevant to USAID's education programs.

3. **Supervisory Relationship**

The Project Management Specialist will work under the supervision of the Education Team Leader; however s/he will be expected to take initiative, prioritize and perform duties with a minimum of daily supervision and high degree of independence in order to meet team deadlines and objectives.

4. **Supervisory Controls**

None

10. **AREA OF CONSIDERATION:** All Malian Citizens and Local Residents with valid work permit at the time of application.

11. **PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

12. **POINT OF CONTACT:** Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

To be considered for this position, applicants must meet the minimum qualifications.

1. All Malian Citizens and Local Residents with a valid work permit at the time of application.

2. A bachelor degree in Education Sciences, Teaching, Sociology, Social Sciences or Public Administration is required.

3. A minimum of five years of progressively more responsible experience managing and implementing development programs. Knowledge of Mali’s education sector reforms (PRODEC and Plan Intérimaire) is required.

4. Fluent French and English (Level 4) are required. S/he must be capable of drafting error-free routine correspondence and translations in English and French.

5. Strong interpersonal skills. Must be able to work with people from different cultures. Must possess considerable initiative and resourcefulness to deal with various personnel
issues. Ability to apply and interpret regulations to current situations. Good computer skills in use of a word processing system, Access, Excel, and other MS Office applications. Must have thorough knowledge of filing and records management.

III. EVALUATION AND 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.

1. Education 10 points
2. Prior Work Experience 25 points
3. Language Proficiency 15 points
4. Knowledge 25 points
5. Skills and Abilities 25 points

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.

a. Education: A bachelor degree in Education Sciences, Teaching, Sociology, Social Sciences or Public Administration is required.

b. Prior Work Experience: A minimum of five years of progressively more responsible experience managing and implementing development programs. Knowledge of Mali’s education sector reforms (PRODEC and Plan Intérimaire) is required.

c. Language Proficiency: Fluent French and English (Level 4) are required. S/he must be capable of drafting error-free routine correspondence and translations in English and French.

d. Job Knowledge:
   • Knowledge of international education issues, as well as trends in Mali and West Africa;
   • Knowledge of the Malian basic education system, its evolution and the challenges and issues involved in achieving reform as proposed under PRODEC and the Education Sector Investment;
   • Program (PISE) and the second generation of PRODEC and its PAPB;
   • Sound knowledge of education in crisis and conflict and accelerated learning programs;
   • Management of education in decentralized mode;
   • Knowledge of inclusive education (schooling of children with disabilities);
   • Knowledge of education program management, monitoring and evaluation;
   • Some technical knowledge of national education policies, education system planning and management, decentralization, pre-service and in-service teacher training, student instruction and assessment, girls’ education, commune/community participation in education, and conflict and gender sensitive education activities and school improvement planning.
e. **Skills and Abilities:**

- Ability to analyze education sector issues based on reading, discussion and observation in order to provide prompt and succinct written and oral recommendations, options and strategies with gender lenses;
- Ability to engage in discussion and policy dialogue with high-level government and donor stakeholders;
- Ability to assume administrative, technical, and financial management responsibility for large-scale technical programs;
- Ability to provide technical guidance and management oversight to implementing partners in a constructive, team-oriented manner;
- Ability to deal with various program implementation issues simultaneously while meeting deadlines;
- Ability to supervise and/or mentor team members in program management;
- Ability to take initiative, identify objectives and priorities, and manage time effectively to achieve results while working in a team context;
- Ability to assess new opportunities for intervention;
- Ability to conduct program design, monitoring, and reporting;
- Ability to monitor training programs for validity and efficiency;
- Ability to represent USAID and conduct meetings with various partners and beneficiaries;
- Ability to prepare documents, budgets, and reports using MS Office software (Word, EXCEL, and PowerPoint) and present to them to audiences.

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an “Overall Summary Rating of Needs Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

**HOW THE SELECTION WILL BE MADE:**

The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met;
2. Tests: Candidates may be tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required;
3. Interviews;
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct
reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be solicited from current as well as former supervisors in addition to the references you provide in your application package.

f. PRESENTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying;
2. Cover letter of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position.
3. 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.
4. Copy of Academic Transcripts.
5. Applicants must provide their full mailing address with telephone, email address and should retain for their records copies of all enclosures that accompany their submissions.

Submit Application

Human Resources Management Section - Email: bamakohrmvacancies@usaid.gov with the below reference number in the subject line.

Please indicate the Vacancy Reference Number in the subject line of your email: 72068819R10002

Please note that all cv/resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected.

CLOSING DATE FOR THIS POSITION IS: June 21, 2019

g. LIST OF PRE-HIRE REQUIREMENTS FOR PSC’s:

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following.

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Application for Employment in the Foreign Service of the United States (Form OF 174).

VI. BENEFITS/ALLOWANCES:

The incumbent will be compensated in accordance with the U.S. Mission to Mali’s Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and
comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES:
The successful Applicant will be subject to host country tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs:
USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See https://www.oge.gov/web/oge.nsf/OGE%20Regulations.

IX. EQUAL EMPLOYMENT OPPORTUNITY:
The U.S Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.