SOLICITATION NUMBER: 72068820R10004

ISSUANCE DATE: February 24, 2020
CLOSING DATE/TIME: March 15, 2020

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

Douglas Quiggle
Supervisory Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72068820R10004

2. ISSUANCE DATE: February 24, 2020

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: March 15, 2020

4. POSITION TITLE: Project Management Specialist

5. MARKET VALUE: FCFA 18,711,303 TO FCFA 29,002,527 equivalent to FSN-10. 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. CCNPsCs contracts 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:

I. Situated in the USAID/Mali Office of Peace, Democracy and Governance (PDG) and under the direct supervision of the Office of U.S. Foreign Disaster Assistance (OFDA) Senior Program Officer (SPO) or designated supervisor, the Project Management Specialist (PMS) (OFDA) will serve as the Mission's locally-engaged point person on OFDA assistance programs in Mali. Given the significant resources invested by OFDA in Mali, USAID/OFDA requires a locally engaged PMS (OFDA) to contribute to the formulation of program strategy and provide technical, operational, and management support in order to carry out its lead role in facilitating and coordinating USG humanitarian assistance in Mali.

The OFDA PMS will actively participate in all aspects of the OFDA portfolio to support emergency response and disaster programs, provide technical, operational, and management support to OFDA, and oversee the use and effectiveness of OFDA resources. S/he will be involved in humanitarian assessments, planning, design, implementation, and monitoring and evaluation of OFDA activities. S/he will also be responsible for helping to draft reports and cables on the humanitarian situation in Mali to OFDA/WDC and the broader US Government community. S/he will be responsible for helping the USAID mission achieve the agency's overall strategic goals.

Under the guidance of the OFDA SPO or designated supervisor, s/he will provide day-to-day technical management and oversight for OFDA projects. S/he will travel occasionally to monitor OFDA program activities to accessible areas of the country. S/he will facilitate
communication and maintain collaborative working relationships with mid- and senior-level humanitarian organization officials, including relevant United Nations (U.N.) agencies, other international organizations (IOs), government officials, donor governments, and non-governmental organizations (NGOs).

The PMS (OFDA) will actively participate in all aspects of the OFDA portfolio to support emergency response programs. The approach to work will reflect the USAID core values of "achieving results", "teamwork and participation", "accountability", and "customer focus". To be effective, a solid knowledge of project management and familiarity with humanitarian assistance along with cultural sensitivity regarding beneficiary populations is important.

The PMS (OFDA) will be expected to use solid management, organization and interpersonal skills. S/he should be able to maintain high level contacts with government officials, other donors, UN agencies and implementing partners. The ability to coordinate with others working as part of a larger team, as well as the initiative to work independently and meet deadlines, and effective communication skills, both oral and written, in English and French is required. Familiarity with the remote areas of Mali and languages of the northern areas is helpful.

2. Statement of Duties to be Performed

The PMS (OFDA) will consult with the OFDA SPO or designated supervisor, on a regular basis to develop clear and coherent plans from which to identify and implement new program strategies, changes, and needs.

A. Program Monitoring

- Develop and maintain specialized understanding of humanitarian development within Mali to include political, social, and operational issues impacting humanitarian efforts.
- Monitor, assess, evaluate, and document emerging humanitarian conditions.
- Participate in a broad spectrum of assessments, including multi-donor/agency regional and national assessments, aimed at the identification of existing or emerging "hot spots" to determine humanitarian needs and priorities. When permissible, travel to the scene of actual or potential disasters and assist in initial assessments and determination of damages and humanitarian needs.
- Participate in technical sector meetings (such as task force, cluster, working group) called by the government, UN and/or NGOs, including maintaining regular schedule of such meetings.
- Develop and maintain a regular schedule of project site visits to monitor OFDA grantees and humanitarian conditions in Mali.
- Through frequent monitoring visits to partner and sub-grantee offices and project sites, as well as through meetings with partners, beneficiaries, community leaders, and local authorities, evaluate and ensure projects are being implemented competently, in a transparent manner, in full compliance with all relevant OFDA regulations, policies, procedures and are achieving targeted objectives.
- Follow participation in assessments, field visits and technical sector meetings; communicate findings and strategic recommendations to OFDA SPO for appropriate interventions.
• Report to OFDA SPO on the quality of grantee’s work, noting deficiencies, positive attributes, evolving operational conditions, and make recommendations on how deficiencies can be addressed, performance improved, positive attributes replicated, lessons learned and disseminated.
• Ensure that partners’ self-monitoring of programs reflect sound methodologies, that required data is being collected and that needed surveys are carried out.
• Provide logistics and programming support to TDYers and trips to the field

B. Program Management

• Provide technical advice and direction for the implementation of all OFDA activities in Mali. This includes assisting in the development and implementation of annual plans and response strategies; routine review of program progress reports, identification of achievements as well as problems and, in consultation with the SPO or designee, developing strategies to capitalize on successes and rectify problems where they exist.
• Assist in the development of the OFDA/Mali annual strategic implementation plan and budgets for emergency response and disaster-risk reduction activities in Mali.
• Review concept papers and proposals submitted to OFDA/Mali and provide recommendations for consideration on funding determination.
• Work with NGOs, IOs, and U.N. agencies that are developing proposals for OFDA (including grant amendments and extensions) ensuring they are in compliance with OFDA Guidelines for Proposals
• Serve as an in-country point of contact for OFDA grantees operating in the area of responsibility and communicate with the OFDA Agreement Officer Representative (AOR) on any emerging issues.
• Review and provide technical input on deliverables submitted by partners (including performance reports, baseline data, annual work plans) to ensure that partner(s) are in compliance with Award Agreement issued by OFDA/Washington.
• Maintain an up-to-date database of all program activity including grants status, sectoral foci and geographic locations.
• Assist with development and regular update of program maps as necessary and requested.
• Assist with the upkeep and maintenance of the office’s hard and electronic files including, most specifically, all grant files, ensuring all necessary and required documentation is kept up to date and filed correctly.
• Provide and advice on required information communications technology support as may be required for OFDA operations in Mali.

C. Program Coordination and Reporting

• Coordinate and liaise with representatives of other donor governments, host government officials, IOs, NGOs, U.S. Embassies, USAID Missions, and U.S. Government (USG) agencies on humanitarian issues in order to identify critical humanitarian concerns and develop projects and activities for addressing them, advance OFDA’s strategic priorities, and help strengthen and coordinate USG and international humanitarian activities.
• Maintain regular contact with OFDA grantees, as well as U.N. agencies, IOs, and NGOs.
• Regularly liaise with relevant government ministries at Federal and Regional levels to stay abreast of developing issues and concerns while ensuring government awareness and understanding of overall OFDA supported activities.
• Regularly liaise with other USAID/USG elements to ensure mutual programming awareness while actively seeking out new opportunities for resource sharing and
collaboration.
- Participate in Interagency Working Groups in order to remain up-to-date on emerging issues and initiatives as well as contribute to overall coordination and collaboration within the assistance community and between OFDA partners.
- Serve as a critical member of any USG disaster assessment team, Disaster Assistance Response Team (DART), D.C.-based Response Management Team (RMT), or backfill for other any staff members in an overseas office as needed in response to crisis situations.
- Where the opportunity arises, in consultation with the OFDA SPO, work with representatives of local and regional institutions and private/public sector organizations to enhance preparedness, prevention and mitigation capacities.
- When and where needed, prepare presentations for use within the Mission and for other stakeholders on specific emergency situations and/or on OFDA mandates, responsibilities and programs.
- Prepare agendas and briefings for official USG visitors interested in humanitarian issues as well as for OFDA TDYers.
- Provide regular reporting, through official cables and other means, on field visit findings, meetings related directly or indirectly to OFDA programs, overviews of humanitarian patterns and trends, and other issues that impact humanitarian relief efforts in the area of responsibility.

3. Supervisory Relationship

Project Management Specialist (OFDA) will be supervised by the OFDA SPO or designated supervisor. In addition to mentoring from the OFDA SPO, the OFDA Regional Office in Dakar, and the OFDA team in Washington DC are available to provide guidance to the incumbent on humanitarian assistance issues, OFDA procedures, proposal guidelines, sector policies, as well as to provide support through on-the-job and classroom-based training.

4. Supervisory Controls

No supervisory responsibility is associated with this position.

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’s degree from an accredited institution in a related field is required. Related fields include agriculture, biology, public administration, business administration, development, economics, geography, international relations, public policy, and social sciences.

3. A minimum of seven (7) years of progressively responsible professional-level experience in humanitarian assistance and/or international development programs is required. Experience with field work in development or humanitarian organizations is desired. If the applicant has an advanced degree from an accredited institution in a related field as mentioned above, a minimum five (5) years of relevant work experience is required.

4. Fluent French and English (Level IV) is required. The incumbent must be capable of drafting error-free routine correspondence and translations in English and French. Knowledge of northern languages, such as Songhai, Peulh and Tamasheq is beneficial.

5. 
   - Knowledge of humanitarian and relief to development operations in Mali.
   - Strong understanding of humanitarian principles and familiarity with international humanitarian law.
   - Understanding of the issues affecting food security.
   - Understanding of the factors that affect social cohesion and drivers of conflict.
   - Knowledge of mechanisms for delivery of emergency assistance.
   - Knowledge of methodologies in carrying out humanitarian needs assessments.
   - Understanding of the cultures, languages and socio-political context of the remote regions of Mali.

6. 
   - Ability to advise OFDA and USAID officials on humanitarian needs, prioritize and make recommendations on possible response options is required.
   - Ability to independently establish and maintain working relationships with a variety of humanitarian stakeholders, including community leaders and beneficiary groups in targeted areas, heads of NGO/PVOs, International Organizations, donor partners, and local and national government officials.
   - Ability to obtain, analyze and evaluate a variety of data and reporting, and to organize for information-sharing, and to interpret it for program decision-making is required.
   - Strong writing and reporting skills. Experience in monitoring and reviewing emergency programs.
   - Experience in liaising with government officials, NGOs, and UN agencies.
   - Ability to communicate at a professional level orally and in writing in French or English.
   - Incumbent must have excellent interpersonal skills and the ability to work collaboratively and diplomatically, often under tight deadlines.
   - Functional skills in the use of spreadsheets, GIS, MS Word processing programs and PowerPoint is desired.
   - Willingness to undertake international travel, for example, as part of Disaster Assistance Response Teams or to other duty stations as part of an emergency response or for training purposes.

The position requires a high degree of professionalism, discretion, teamwork, flexibility, and the ability to work independently.
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 30 points
3. Language Proficiency 20 points
4. Knowledge 20 points
5. Skills and Abilities 20 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’s degree from an accredited institution in a related field is required. Related fields include agriculture, biology, public administration, business administration, development, economics, geography, international relations, public policy, and social sciences.

b. Prior Work Experience: A Minimum of seven (7) of progressively responsible professional-level experience in humanitarian assistance and/or international development programs is required. Experience with field work in development or humanitarian organizations is desired. If the applicant has an advanced degree from an accredited institution in a related field as mentioned above, a minimum five (5) years of relevant work experience is required.

c. Language Proficiency: Fluent French and English (Level IV) is required. S/he must be capable of drafting error-free routine correspondence and translations in English and French. Knowledge of northern languages, such as Songhoi, Peulh and Tamaseq is beneficial.

d. Job Knowledge:
   - Knowledge of humanitarian and relief to development operations in Mali.
   - Strong understanding of humanitarian principles and familiarity with international humanitarian law.
   - Understanding of the issues affecting food security.
   - Understanding of the factors that affect social cohesion and drivers of conflict.
   - Knowledge of mechanisms for delivery of emergency assistance.
   - Knowledge of methodologies in carrying out humanitarian needs assessments.
   - Understanding of the cultures, languages and socio-political context of the remote regions of Mali.
e. Skills and Abilities:
   • Ability to advise OFDA and USAID officials on humanitarian needs, prioritize and
     make recommendations on possible response options is required.
   • Ability to independently establish and maintain working relationships with a variety
     of humanitarian stakeholders, including community leaders and beneficiary groups
     in targeted areas, heads of NGO/PVOs, International Organizations, donor partners,
     and local and national government officials.
   • Ability to obtain, analyze and evaluate a variety of data and reporting, and to
     organize for information-sharing, and to interpret it for program decision-making is
     required.
   • Strong writing and reporting skills. Experience in monitoring and reviewing
     emergency programs.
   • Experience in liaising with government officials, NGOs, and UN agencies.
   • Ability to communicate at a professional level orally and in writing in French or
     English.
   • Incumbent must have excellent interpersonal skills and the ability to work
     collaboratively and diplomatically, often under tight deadlines.
   • Functional skills in the use of spreadsheets, GIS, MS Word processing programs and
     PowerPoint is desired.
   • Willingness to undertake international travel, for example, as part of Disaster
     Assistance Response Teams or to other duty stations as part of an emergency
     response or for training purposes.

The position requires a high degree of professionalism, discretion, teamwork, flexibility,
and the ability to work independently.

NOTE:

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.

IV. 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.

V. 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 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: 72068820R10004

Please note that all cv/resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

CLOSING DATE FOR THIS POSITION IS: MARCH 15, 2019

VI. 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).
VII. 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.

VIII. TAXES:

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

IX. 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.

X. 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.

The EEO complaint procedure is 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.

~ END OF SOLICITATION~