USAID | SENEGAL
FROM THE AMERICAN PEOPLE

USAID/SENEGAL
USPSC/TCN Acquisition & Assistance Specialist (A&A Specialist)
(Short Term – 6 months)

Offshore Hire US Personal Service Contractor (GS-14)

1.	**Solicitation Number:**	**Sol-685-16-000020-01**
2.	**Issuance Date:**	**March 10, 2016**
3.	**Closing Date/Time:**	**April 1, 2016 at 17:00 p.m. (Senegal Time)**
4.	**Position Title:**	Acquisition & Assistance Specialist
5.	**Market Value:**	GS-14 ($87,263 – $113,444 per annum). *The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.)*
6.	**Organization Location of Position:**	Dakar, Senegal
7.	**Direct Supervisor:**	Regional Acquisition & Assistance Office (RAAO) Director
8.	**Supervisory Control:**	N/A
9.	**Period of Performance:**	Immediate upon receipt of security/medical Clearances. (*Six months from date of appointment*)
10.	**Place of Performance:**	Dakar, Senegal
11.	**Security Access:**	Facilities access
12.	**Area of Consideration:**	U.S. CITIZENS / THIRD COUNTRY NATIONAL

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101
Internet : http://www.usaid.gov/senegal

I. BACKGROUND

USAID/Senegal supports a diverse and complex bilateral program portfolio and increasing regional responsibilities. Overall program funds managed by USAID/Senegal doubled from approximately $50 million in 2008 to over $100 million since 2010. USAID/Senegal's goal during the current strategy period is to improve the well-being of Senegal's citizens. Senegal's strategy is premised on the development hypothesis that a politically-active and healthy citizenry, endowed with the skills to participate in the private sector and government, will lead to an improvement in the well-being of Senegalese citizens. It is USAID's assertion that "people are the real wealth of a nation" and development efforts can only be judged effective if they lead to improvements in the daily lives of all Senegalese citizens, as reflected in levels of education, income, and health. USAID/Senegal's bilateral program now consists of a five-year $671 million total portfolio, and an operating budget divided among Economic Growth, Agriculture, Natural Resources Management, Health, Education and Good Governance. In addition, USAID addresses key presidential initiatives such as the Global Health Initiative (including the President's Malaria Initiative) and Feed the Future.

Since 2009, USAID/Senegal has taken an evolving regional role. As a first step in 2009, USAID/Senegal- took over responsibility from USAID/West Africa (WA) for the oversight of the Regional Legal Office (RLA), Regional Food for Peace Office (RFFP) and the Regional Office of Foreign Disaster Assistance (ROFDA). RFFP and ROFDA have their own operating budgets which are managed through the USAID/Senegal Controller's office. USAID/Senegal also provides RFFP and ROFDA a number of other support services (personnel, travel, transportation, etc. As of 2011, USAID/Senegal became responsible for bilateral programmatic oversight and support services for Niger, Burkina Faso, Chad, Mauritania as well as a large Sahel Resilience Program. Altogether these programs are valued at over $300 million. Finally, also in 2011 USAID/Senegal took over all support services (RLA, RAAO, Financial, EXO) for the USAID/Guinea Mission which is twinned with Sierra Leone.

The Regional Acquisition and Assistance Office (RAAO) is comprised of four USDH, and six Foreign Service National employees. The workload of the RAAO has increased considerably over the last five years owing to increased programmatic budgets as well as the expanding regional responsibilities. The RAAO currently manages procurement for bilateral programs in Senegal, Guinea, Burkina Faso, Niger, Sierra Leone, as well as a regional Sahel program. Several of the FSNs and USDH staff are new to USAID and have limited warrants.

To strengthen Mission adherence to USAID policy and regulations, maintain momentum with procurement actions, and provide mentoring and training to Mission and RAAO staff, USAID/Senegal seeks one or more experienced Agreement/Contracting Officers for the Regional Acquisition and Assistance Office (RAAO) to handle a broad range of USAID Acquisition and Assistance (A&A) activities. Responsibilities will include high dollar value, complex competitive procurement actions, assistance (grants and cooperative agreements), modifications, delivery and purchase orders, interagency agreements and supply schedule or other related actions. Prior USG A&A procedures and systems knowledge to facilitate continuity of operations is a requirement for selection.

BASIC FUNCTION OF POSITION

The USPSC/TCN is expected to be available to fulfill the role of A&A Specialist, and provide A&A expertise in procurement to client missions, as well as provide training and mentoring to other RAAO staff in the office. S/He will be responsible to prepare and oversee assigned procurement actions and will need to be able to obtain a warrant if she/he meets the requirements.

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101

Internet : http://www.usaid.gov/senegal

MAJOR DUTIES AND RESPONSIBILITIES

Duties and assignments are varied. The USPSC/TCN A&A Specialist is expected to:

I. Efficiently handle amendments, solicit and award new agreements and contracts. (20% of LOE)

II. Provide Leadership in conducting technically proficient procurement and assistance, fully complying with all relevant laws, regulations and procedures (60% of LOE)

III. Provide mentoring and training to Mission and RAAO staff in a positive, team and customer oriented manner. (20% of LOE)

PERIOD OF PERFORMANCE / TIMING

The intended USPSC/TCN is a six-month position in Dakar with possible travels in the Sahel Region.

DESIRED QUALIFICATIONS

- **Education:** Bachelor Degree in Business Administration, Economics, Accounting, Finance, Law or other procurement-related fields is required. Professional training and certification in government contracting required.

- **Prior Work Experience:** 8 years minimum of progressively responsible professional experience in government contracting required.

- **Language Proficiency:** Level 4 English required; French familiarity desirable but not required.

- **Knowledge:** . Expert level knowledge and application of government contracting, development activity planning, budgeting, financial management, personnel, and administration systems. Incumbent is expected to be an expert, consulted by Mission management and implementing partners, on all issues pertaining to contract and grant development, management, implementation, and enforcement. Knowledge of USAID regulations related to grants or contracts administration is required.

- **Skills and Abilities:** Must possess superior negotiation, written and oral communication, and interpersonal skills (required). The incumbent is required to be able to: 1) demonstrate strong analytical and writing skills; 2) present technical information in concise written and oral form; 3) coordinate programs and visits independently; 4) organize in-formal training for USAID staff and partners. The candidate must also have the ability to maintain contacts at all levels with USAID, partners, and with stakeholders and report on their performance and concerns. He/She must also have excellent management, interpersonal and teamwork skills.

- **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 leaders of the NGO and corporate community. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools. Demonstrated ability to lead contract negotiations and dialogue with implementing partners

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101

Internet : http://www.usaid.gov/senegal

- **Scope and Effect:** The USPSC/TCN A&A Specialist serves as the primary responsible Officer in the development, monitoring, and reporting on USAID/Senegal contract and grant portfolio. Work involves establishing criteria, formulating projects, assessing program effectiveness, or investigating or analyzing a variety of unusual conditions, problems or questions. Work product or service affects a wide range of agency activities, such as limited presence countries, Burkina Faso and Niger, major activities or industrial concerns or the operations. Work typically includes planning, organizing, directing, designing and coordinating programs and/or projects, requiring creativity and support efforts of others; or work entails conducting evaluations to determine the feasibility of various advanced approaches to define concepts and criteria for future programs or to resolve major controversial problems in current programs. Work involves providing procurement leadership across USAID RAAO and ensuring all technical offices are up-to-date with procurement regulations. Employ rigorous intellectual and procurement expert knowledge to create training modules training for FSNs and American USDH. Work involves working as a the RAAO team leader, guiding and coordinating the work of other professionals or technical staff and coordinate procurement issues with government counterparts

POSITION ELEMENTS

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.

Supervision Received: The USPSC/TCN A&A Specialist will work under the general supervision of the USAID/Senegal Contract's Office Director. The incumbent is expected to work with a high degree of independence, and be considered an expert, consulted by specialists and managers. S/he must be able to establish priorities, set, adhere, and engender compliance from other staff on deadlines, and perform responsibilities and duties with minimal guidance. Very general guidance is provided periodically. Once general assignments are set, the incumbent is required to exercise extensive judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. Completed work is only reviewed for conformance. The A&A Specialist is expected to establish an annual work-plan with appropriate objectives and performance measures; review own work outputs and deliverables to ensure compliance with Agency policies, and implementation of best practices; and seeking input independently from USAID/Senegal staff, managers, and external stakeholders.

Available Guidelines: The USPSC/TCN A&A Specialist 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 which affect the activities related to award negotiation and management, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, the Mission Director, Deputy Mission Director, USAID/Senegal Program Office team members, 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.

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101

Internet : http://www.usaid.gov/senegal

Exercise of Judgment: The USPSC/TCN A&A Specialist must apply a high level of sound independent judgment in all aspects of work, including solution to financial problems and in managing a large staff. 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 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

Authority to Make Commitments:

If the USPSC/TCN A&A Specialist meets the requirements, she/he will have authority to commit U.S. Government (USG) funds on behalf of the U.S. Government or the USAID/Senegal and obligate award valued at $10 million each award.

Post-Entry Training: The incumbent is expected to have completed all required training and certification.

Nature, Level, and Purpose of Contacts: The USPSC/TCN A&A Specialist is required to maintain solid working relationships with various USAID and USG Offices, relevant GOS Ministries, and other donors. Specifically, The USPSC/TCN A&A Specialist will be required to work closely with: 1) USAID Program Office; 2) USAID Mission Management; 3) USAID/Senegal technical offices; (4) the Office of Financial Management.
Consultations between the incumbent and partners will be held for explaining and assisting with strategizing Project design and solicitation 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.

Supervision Exercised: Position requires team leader responsibilities, leading/coordinating work of other professional staff, without the benefit of supervisory relationships, which will make the team leader role more challenging

Time Required to Perform Full Range of Duties after entry into the Position: 6 months .

I. INSTRUCTIONS TO APPLICANTS

Interested individual must submit:

(i) Signed A-302-3

(ii) his/her most current curriculum vitae (CV) or resume;

(iii) signed SF 171 or OF 612;

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101
Internet : http://www.usaid.gov/senegal

(iv) three (3) references who are not family members or relatives, with a working telephone and email contacts,

(v) a written statement certifying the date and length of time for which the candidate is available for the position; and

(vi) a cover letter of application highlighting your reason for applying for the position.

The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. A written statement that responds to the requirements of the position may also be included as an attachment. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.

The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Senegal reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. **(The SF 171 or OF 612 must be signed and those submitted unsigned will be rejected.)** 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.
Applications must be received by the closing date and time at the address specified in the cover letter and should be sent to the following email address:

usaiddakar-hr@usaid.gov
Attn.: Scott Spencer
Executive Officer

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.

II. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at
http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

1. Standard Form A302.3
2. Standard Form 171 or Optional Form 612.
3. Contractor Physical Examination (AID Form 1420-62). **
4. Questionnaire for Sensitive Positions (for National Security) (SF-86), or **
5. Questionnaire for Non-Sensitive Positions (SF-85). **
6. Finger Print Card (FD-258). **

**Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101
Internet : http://www.usaid.gov/senegal

III. CONTRACT INFORMATION BULLETINS (CIBS)/ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPDS) PERTAINING TO PSCS:

CIBs/AAPDs 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 to determine which CIBs/AAPDs apply to this contract.

IV. BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a USPSC is normally authorized the following benefits and allowances: (NOTE: An individual defined as a Resident Hire employee may only be eligible for those benefits listed under item A below.)

A. BENEFITS:

Employee's FICA Contribution
Contribution toward Health & Life Insurance
Pay Comparability Adjustment
Eligibility for Worker's Compensation
Annual & Sick Leave
Access to Embassy medical facilities, commissary and pouch mail service

B. ALLOWANCES (If Applicable): *

(1) Temporary Lodging Allowance (Section 120)
(2) Living Quarters Allowance (Section 130)
(3) Post Allowance (Section 220)
(4) Supplemental Post Allowance (Section 230)
(5) Post Differential (Chapter 500)
(6) Payments during Evacuation/Authorized Departure (Section 600) and
(7) Danger Pay (Section 650)
(8) Educational Allowance (Section 270)
(9) Separate Maintenance Allowance (Section 260)
(10) Educational Travel (Section 280)

*Standardized Regulations (Government Civilians Foreign Areas).

Security & Medical Clearances

The Contractor will be required to obtain a medical clearance prior to service overseas. Also, a temporary employment authorization security clearance must be initiated prior to travel to post of duty.

FEDERAL TAXES: USPSCs are **not** exempt from payment of Federal Income taxes.

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101
Internet : http://www.usaid.gov/senegal

V. 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 (10 points)

Candidates must possess a Bachelor's Degree in Business Administration, Economics, Accounting, Finance, law, international development, social or behavioral science, public policy/administration with a concentration in public services, or communications, or other related field of study.

Knowledge/Experience (50 points)

- A minimum of 8 years relevant professional experience in government contracting (negotiation and management) in developing countries, including experience in institutional capacity assessment and strengthening.
- Demonstrated knowledge of policy, technical and operational aspects of government contracting.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.
- Extensive knowledge of USAID (AIDAR) and Federal Acquisition Regulations (FAR), USAID assistance regulations , OMB Circulars, the USAID Automated Directive System and USAID A&A Policy Directives and Contract Information Bulletins is required.

Skills/Abilities (40 points)

- Good writing skills.
- Strong interpersonal and communication skills including ability to collaborate with host-country officials and interact with partners, contractors and other stakeholders at senior levels.
- 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 institutional capacity strengthening and development practices. Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.

EQUAL EMPLOYMENT OPPORTUNITY: 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.

Route des Almadies B.P. 49 Dakar, Sénégal Téléphone : (221) 33 879 4000 - Fax : (221) 33 869 4101

Internet : http://www.usaid.gov/senegal