



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

Request for Personal Service Contractor

ISSUANCE DATE: 02/14/2019

CLOSING DATE: 03/13/2019 at 17:00PM Accra Local Time

QUESTIONS DUE: 02/22/2019 at 17:00PM Accra Local Time

SUBJECT: SOLICITATION NUMBER: 72062419R00003 FOR A RESIDENT HIRE U.S. PSC FOR THE YOUNG AFRICAN LEADERS INITIATIVE (YALI) COORDINATOR POSITION FOR USAID/WEST AFRICA.

Ladies and Gentlemen:

The United States Government (USG), represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens, residing in Ghana, to provide personal services as the **Young African Leaders Initiative (YALI) Coordinator**, under a Resident Hire USPSC Contract, as described in the attached solicitation.

In order to be considered for the position, a candidate must meet the minimum qualifications listed in the solicitation at the time of submission and must submit all required documentations. The **Young African Leaders Initiative (YALI) Coordinator** position will be located in Accra, Ghana.

Submittals must be in accordance with the attached information at the place and time specified. Applicants interested in applying for this position **MUST** submit the following materials: (see page 11 for details):

- Cover Letter;
- Curriculum Vitae or resume;
- Signed Form AID 302-3 (available at <http://www.usaid.gov/forms/>);
- List of three professional references.

All application packages are to be submitted via email to: accrapsc@usaid.gov.

ONLY SHORTLISTED APPLICANTS WILL BE CONTACTED.

Please cite the solicitation number and position title within the subject line of your email application.

Any questions concerning this solicitation may be directed to Patience Charway at pcharway@usaid.gov, with a copy to Karla Camp at kcamp@usaid.gov, no later than **02/22/2019**. No questions will be entertained after this date.

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Incomplete and unsigned applications will not be considered. Late applications will not be accepted and will be handled in accordance with the Federal Acquisition Regulations (FAR) 52.215.1.

USAID/West Africa anticipates awarding one (1) Personal Service Contract as a result of this solicitation. Please note this does not constitute any guarantee that a PSC will be awarded as a result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karla Camp', written in black ink.

Karla Camp
Regional Contracting Officer,
Regional Acquisition & Assistance Office
USAID/West Africa

POSITION TITLE:	Young African Leaders Initiative (YALI) Coordinator
SOLICITATION NUMBER:	72062419R00003
ISSUANCE DATE:	02/14/2019
CLOSING DATE and TIME:	03/13/2019 at 17:00PM, GMT
MARKET VALUE OF POSITION:	(\$76,762 - \$99,792) the market value for this position is equivalent to GS-13 level. Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background. Salaries over and above the top of the pay range will not be entertained or negotiated.
AREA OF CONSIDERATION:	<p>The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified Resident Hire U.S. Citizens, currently residing in Ghana, to provide personal services as described in the attached solicitation.</p> <p><u>Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.</u></p> <p>Please note: This position is also advertised concurrently and is open for TCNPSC, under Solicitation # 72062419R00002. Preference will be given first to USN.</p>
PERIOD OF PERFORMANCE:	Two (2) years, with three one-year option periods. Exercise of the option(s) will be contingent on satisfactory performance, continued need for the services, and availability of funds.
PLACE OF PERFORMANCE:	USAID/West Africa, Accra, Ghana
SECURITY ACCESS AND MEDICAL CLEARANCES:	Selected applicant must be able to obtain facility access and medical clearances within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate. If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

1. BACKGROUND

The Obama Administration's Washington Fellowship for Young African Leaders is a long-term effort to invest in the next generation of African leaders. *The goal of the Washington Fellowship is to make a sustained investment in a prestigious network of young leaders in order strengthen democratic institutions, spur economic growth and cement stronger ties to the United States.*

In May 1, 2015, USAID signed a four-year Global Development Alliance (GDA) Cooperative Agreement with the Ghana Institute of Management and Public Administration (GIMPA) for the implementation of the YALI Accra RLC West Africa activity. The Accra RLC is part of the overall YALI program and is similar in objectives to the Washington Fellowship program except the training takes place through a combination of home-based on-line, and classroom components in Ghana. The Accra RLC provides innovative leadership training to young African leaders (aged 18-35) on three tracks: business and entrepreneurship, civic engagement, or public administration. Candidates are selected from nine West African countries through a very competitive application process. To date, over 4,300 graduates have completed the program.

The Accra RLC will continue to offer training to additional cohorts of West African leaders, but the focus will be on building a strategy for a sustainable future to take it beyond USAID funding.

The Regional YALI Coordinator will oversee the program through March 2021.

The main focus of the Accra RLC is to implement a Sustainability Model that will design, test, implement, evaluate and adapt a mix of revenue generating activities, partnerships, sponsorships and innovative training modules. GIMPA will grow the network of its private sector partners and donors. It will revise the partnership strategy for Accra RLC and identify strategic partners in the West Africa region, and actively work to strengthen the relationships necessary to raise \$1 million a year needed to secure the future of the center. It is envisaged that the sustainability plan will involve a mix of revenue generating activities, partnerships, sponsorships and innovative training models. GIMPA will continue to build relationships with the other three Regional Leadership Centers in East, West and Southern Africa, for the purpose of establishing a joint global effort to raise funds for all four YALI Regional Leadership Centers. By the end of the extension period, the Accra RLC is expected to be technically and financially positioned to offer high-quality leadership training to new generations of young West African leader.

USAID/WA and GIMPA designed the YALI Innovation Fund (YAIF) to provide competitive grants to YALI alumni from all participating countries. The fund provides competitive grants to alumni for start-up or ongoing activities that support the development and expansion of innovative business practices. The long-term sustainability plan for the YALI Accra RLC must include a vision for the continuation of this grant fund as a separate multi-donor trust fund, as a mechanism under the RLC or other creative financing mechanism that ensures its continued existence.

2. BASIC FUNCTION OF POSITION

As a member of the USAID/West Africa (WA) Regional Program Office, the USAID/WA Regional YALI Coordinator will lead a team of support staff and serve as the primary YALI point of contact to coordinate with other USG agencies, USAID bilateral missions in the region, and a YALI

Coordinator based in the Africa Bureau at USAID/Washington. The Regional YALI Coordinator will build relationships with local and regional organizations to collaborate on YALI and specific Africa-based follow-on activities for Washington Fellow alumni. The Regional YALI Coordinator will work with USAID/WA counterparts on recruiting Fellows; linking Fellows to follow-on opportunities; collecting YALI data; and overseeing an implementing partner to execute Africa-based activities for the Washington Fellows. The incumbent will also work closely with GIMPA, to prepare and execute a revised sustainability plan that secures the program beyond USAID funding. This includes developing and managing partnerships, as well as building the capacity of GIMPA to develop and manage partnerships. The USAID/WA Regional YALI Coordinator will serve as an expert resource and as such, will be expected to stay informed about youth-related programs, partnership opportunities, and initiatives in the region including those coordinated by USAID.

3. MAJOR DUTIES AND RESPONSIBILITIES

The Regional YALI Coordinator will serve as the primary point of contact for the Fellows, missions, and external partners in the West Africa sub-region. The Regional YALI Coordinator will have responsibilities and duties across a range of areas including:

A. YALI Collaboration and Coordination (30% LOE)

- Serve as primary liaison to the missions and regional partners in the West Africa sub-region;
- Serve a coordinating function between YALI RLCs in Ghana and Senegal, and the GIMPA satellite center in Nigeria, and act as Alternate Assistance Officer's Representative for Senegal RLC as required;
- Maintain regular and consistent communication with Fellows, regional and bilateral missions and the Office of the Coordinator.
- Work with local and regional organizations (corporations, non-profits, and public sector) to recruit Fellows, identify internships, mentors, and other opportunities;

B. Networking and Partnership Opportunities (45% LOE)

- Provide technical support for the development of an Accra RLC sustainability plan that focuses on revenue-generating activities, fund-raising and private sector partnerships and oversee implementation of the plan.
- Identify potential alliance partners and develop relationships with private businesses, corporations, foundations, NGOs, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- Identify, develop, and manage partnership models and agreements to build and formalize relationships with public and private sector partners across the region.

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- Provide guidance to Accra RLC on partnership models with the four regional RLCs and plans for the development of a joint fundraising program that focuses on private sector engagement and the identification of organizations to partner/fund the YALI model.
- Represent USAID for the YALI Innovation Fund, monitor its implementation and ensure its incorporation in YALI sustainability plans.

C. Program Monitoring and Reporting (25% LOE)

- Maintain a YALI repository system to monitor YALI Fellow's effectively track the progress and the success of the YALI Fellows;
- Coordinate with USAID's implementing partner to modify activities (if needed) of individual Fellows for professional growth and development;
- Collect, analyze and evaluate complex data to prepare accurate reports.

D. POSITION ELEMENTS:

The incumbent is required to understand Mission and Agency-specific policies and procedures which govern project activity management. 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, policies, and evolving developments in promoting improved learning outcomes, particularly for youth activities. The incumbent will make recommendations and play an active role in determining final decisions.

➤ Supervision Received

The Regional YALI Coordinator will receive overall supervision, policy guidance and managerial oversight from the USAID/Washington YALI Coordinator and USAID/WA Regional Supervisory Program Office Director or designate. The Regional YALI Coordinator will work closely with other Regional YALI Coordinators and the USAID/Washington YALI Coordinator to help establish broad objectives for the program. S/he will largely work independently.

➤ Supervision Exercised

The incumbent is anticipated to supervise a limited number of staff. S/he will provide technical direction, guidance and coaching for the entire team and provide substantial "360" input for the performance evaluations of USAID and non-USAID staff.

➤ Authority to Make Commitments/Obligations

The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified

professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

➤ **Exercise of Judgment**

The Regional YALI Coordinator must demonstrate sound and mature judgment, particularly when presenting USAID policies or positions. S/he will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of regional implementing partners in West Africa. S/he will independently plan, prioritize and carry out the duties and responsibilities of the position. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration and teamwork is expected of the incumbent when working with internal and external colleagues and implementing partners to resolve challenges for which there may be no clear or immediate solutions. In the event that no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other relevant senior colleagues.

E. OTHER SIGNIFICANT ELEMENTS

a) Degree of Responsibility for Decision-Making:

The incumbent will have wide latitude in planning and executing assignments, including representing the office in internal and external meetings on matters as per discussions with the Regional Program Office. The incumbent will be requested to advice on youth development issues, based on professional knowledge and a professional assessment of regional conditions. S/he will rely on his/her professional knowledge and integrity, experience and reviewing published information on the results, research and other related information obtained on youth development in Africa.

b) Guidelines:

The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs. The Regional YALI Coordinator is expected to quickly become familiar with, and be proactive in, keeping abreast of USAID processes, procedures and regulations as presented in USAID's Automated Directives System (ADS) and other relevant U.S. Government policies, directives and programmatic guidelines. Guidance will be available to the incumbent from USAID/Washington YALI Coordinator, YALI point of contacts and the USAID/West Africa Regional staff.

c) Complexity:

This is a position of significant complexity. The incumbent must demonstrate leadership and exceptional initiative to effectively engage with other YALI stakeholders across the West Africa region. Given the substantial youth outreach of the initiative in the region, the position requires the

ability to plan, implement, follow-up independently. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies, weak institutions and extreme poverty.

d) Scope and Effect:

The incumbent is a Regional Program Office team member and serves to guide the entire YALI team in this subject area as well as the USG Agencies and Embassy officials at the highest levels. S/he will collaborate closely with the USAID/Washington YALI Coordinator, West African Missions and the USAID/WA Regional Program Office Director or designate. S/he also serves as the point of contact for all exterior parties.

e) Personal Contacts:

Personal contacts include high-level U.S. Government officials with the Bilateral Mission's YALI point of contacts, USAID/Washington YALI Coordinator, African Union YALI Advisor, private sector and civil society leaders, the State/Alumni Association, Embassy Public Affairs Offices, U.S. Peace Corps, implementing partners and other concerned stakeholders.

f) Level and Purpose of Contacts:

The incumbent will represent USAID/WA at external meetings with regional implementing partners, and other interested or relevant parties. Meetings range from factual exchanges of information on YALI issues, strategies and programmatic guidance, etc. to subjects that could involve significant or delicate issues and differing viewpoints, goals or objectives.

g) Physical Demands/Work Environment:

This is a moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra and will be expected to attend meetings and events related to the YALI program on a frequent basis, in Accra and the West Africa region.

4. MINIMUM QUALIFICATIONS

- Master's degree or higher in development studies, economics, social science, business or public administration, international development, education, or other relevant field;
- Excellent written and oral English;
- Demonstrated experience in operating effectively in cross-cultural environments;
- Demonstrated ability to manage multiple activities simultaneously and effectively;
- Strong management and organization skills;
- Demonstrated teamwork and leadership skills;

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- Demonstrated experience in developing strategic private sector and public-private partnerships in West Africa.
- Demonstrated experience engaging private sector partners, identifying, developing and managing ongoing relationships with both local and international partnerships;
- Demonstrated experience in building the capacity of organizations to identify, develop and manage partnerships;

Personal Attributes

The successful candidate will have:

- Strong interpersonal skills and leadership skills;
- Demonstrated ability to communicate technical information (verbally and in written format) clearly and effectively to both technical and non-technical colleagues;
- Strong conceptual, analytical, and critical-thinking skills;
- Diplomatic skills and political sensitivity skills;
- Positive attitude and ability to interact and engage with multi-cultural groups;
- Ability to work independently and as a team player.

The following are desired:

- Demonstrated experience in gender programming and project development;
- First-hand experience in developing youth activities across various sectors;
- Familiarity with USG policies and procedures;
- Monitoring and evaluation experience of youth-related programming and projects.

5. EVALUATION CRITERIA

Applicants meeting the required qualification for the position will be evaluated based on information presented in the application. Reference checks and interviews will be conducted only for shortlisted applicants.

Preference will be given to USN. Resident Hire USPSC offers will be evaluated first. The CO will provide to the Technical Evaluation Committee (TEC) only the USN offers first. After the evaluation of the USN offers, if the CO, as the Source Selection Authority, determines that there are no qualified USNs for the position, the CO may then provide the TCN offers to the TEC for evaluation.

A. Education (10%)

Master's degree is required with significant study in a pertinent field such as development studies, economics, social science, business or public administration, international development, education (including but not limited to social development, workforce development, and the development of strategies for outreach to the private sector).

B. Prior Work Experience (30%)

A minimum of eight years of relevant professional and progressively responsible experience in development assistance, including demonstrated experience in, social development activities, and leading the development of public-private partnership (PPP) initiatives, is required.

- Comprehensive knowledge and experience in youth development, gender equality with a focus on youth engagement, and workforce development sufficient to develop and advise senior-level Agency Administrators on policies and programs for youth and workforce development activities, including innovations and new strategic directions;
- At least five years of experience with private sector development and facilitation of PPPs, preferably in an international development context, including the design, formalization, and management of innovative public-private partnerships;
- Demonstrated experience in preparing financially viable business models for local foundations or institutions that are based on a mix of revenue generating activities, partnerships and sponsorships;

C. Skills and Abilities (25%)

- High level of proficiency in written communication, the ability to analyze and evaluate complex data to prepare precise and accurate reports and analytical documents as well as electronic media, training materials and evaluations;
- High level of proficiency in verbal communication and ability to serve as leader, facilitator and mobilizer;
- Ability to apply excellent project management skills to partnership development and management, and coordinating a variety of stakeholders;
- Ability to analyze data and assess the continued development and success of a portfolio of private sector partnerships and their contribution to the long-term sustainability of a development initiative;
- An ability to work closely with a wide range of people and institutions, including marginalized, women, LGBTQ, disabled, rural, and vulnerable populations, as well as grassroots activists, and policymakers;

D. Technical Knowledge (25%)

- Knowledge of U.S. Government development policies/private sector partnership models such as Global Development Alliance and Development Credit Authority;
- Knowledge of general trends in private sector partnerships and emerging best practices on enhancing private sector development and PPPs;
- Familiarity with international best practices in financial management and procurement regulations and proven ability to manage nationally awarded peer-reviewed grants, contracts and awards, including technical, budgetary and human resource management components;

E. Language Proficiency (10%)

The applicant is required to read, write and speak fluent English (Level IV).

8. INSTRUCTIONS TO APPLICANTS

Applicants must possess the minimum qualifications for the position stated above in Section 4: Education, Prior Work Experience, and Language Proficiency and must submit the following documentation:

- **Cover Letter** must specifically address the minimum requirements for the position. Applicants must explain in their cover letter how they meet the requirements of the position. Applicants also must address **Section 5: Selection Criteria**, limited to two pages, specifically and accurately what experience, training, education, and/or awards the applicant has received that is relevant to each selection factor above. Cover letter must be numbered.
- **Resume/CV** must address paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements. (b) Specific duties performed that fully detail the level and complexity of the work. (c) Names and contact information (phone/email) of your current and/or previous supervisor(s). Current and/or previous supervisors may be contacted for a reference. (d) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments. (e) U.S. Citizenship

The resume should contain sufficient information to make a valid determination that the experience requirements are fully met as stated in this solicitation. This information should be clearly identified in the resume. Failure to provide information sufficient to determine the qualifications for the

position will result in loss of full consideration.

- **Form AID 302-3**, completed and hand-signed (available at <http://www.usaid.gov/forms/>) must be submitted by the application deadline. Electronic signatures will not be accepted. Applicants are required to complete sections A through I. (Note: All applicants must submit complete dates [months/years] and hours per week for all positions listed on the AID 302-3 to allow for adequate evaluation of their related and direct experience. Experience that cannot be quantified will not count towards meeting the experience requirements). Applicants should note that the salary history for the purposes of the AID 302-3 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.
- **List of three professional references** must be submitted. Names of three professional references that have knowledge of the offeror's ability to perform the duties set forth in the solicitation, including current and accurate contact information. This information may be included in the cover letter, resume/CV, or in a separate document.

Any attachments provided via email must be in a format compatible with Microsoft Word 2003/2010 or PDF and not zipped. Note that attachments to email must not exceed 3 MB.

All applications will be evaluated and scored first based on the minimum evaluation criteria and documentation submitted with the application. Those applicants who are short-listed (determined to be competitively ranked) may also be evaluated on interview performance and professional reference checks. Failure to address the evaluation criteria may result in your not receiving credit for all of your pertinent experience, education, training and/or awards. USAID may also verify academic credentials.

Only those applicants determined to be competitively ranked may also be evaluated on interview performance and satisfactory reference checks.

Note: Please be advised that USAID reserves the right to obtain references independently from other sources in addition to the ones provided by an applicant.

Applicants who do not meet the minimum criteria and do not provide the required documentation are NOT considered qualified for the position.

9. MEDICAL AND SECURITY CLEARANCE REQUIREMENTS

The applicant selected to fill this position must be able to obtain a security clearance which involves a comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive medical clearance to work worldwide.

Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidates). A substantial delay in obtaining either required clearance may make the applicant ineligible for selection.

10. LIST OF REQUIRED FORMS FOR PSCS:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Application for Federal Employment (AID 302-3);
2. Contractor Physical Examination (AID Form 1420-62). *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86), or *
4. Questionnaire for Non-Sensitive Positions (SF-85). *
5. 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.

A. CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) PERTAINING TO PSCs

CIBs AND AAPDSs contain information or changes pertaining to USAID policy and General Provisions in USAID regulation and procedures concerning acquisition and assistance including Personal Service Contracts and can be found at: <http://www.usaid.gov/work-usaid/aapds-cibs>. AIDAR Appendix D applies to USPSC and can be found at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

B. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a USPSC Resident Hire is normally authorized the following benefits.

Employee's FICA and Medicare Contribution
 Contribution toward Health & Life Insurance
 Pay Comparability Adjustment
 Eligibility for Worker's Compensation
 Annual & Sick Leave
 Access to Embassy Commissary (with associate membership)

***Note: The Contractor's salary will be subject to employee's FICA and Medicare contribution.**

FEDERAL TAXES: USPSC Resident Hires are NOT exempt from payment of Federal and State Income Taxes.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

END OF SOLICITATION