SUBJECT: Solicitation for Personal Services Contractor (US/TCNPSC) for Democracy and Governance Advisor, USAID/Liberia

To All Interested Applicants

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications (Offeror Information for Personal Services Contracts – AID 302-3 Form) from qualified U.S. Citizens or Third Country Nationals to provide Democracy and Governance Advisor services under a Personal Services Contract, as described in the attached solicitation. The place of performance for this position is Monrovia, Liberia.

Submissions to this solicitation shall be in accordance with the attached information, at the place and time specified. Email submissions shall be sent to sbrowne@usaid.gov and amangou@usaid.gov. Incomplete, unsigned or late applications will not be considered.

Applicants should retain for their records copies of all enclosures which accompany their applications. USAID/Liberia will not consider an extension to the submission deadline for this procurement.

Any questions or comments regarding this solicitation should be in writing and directed to sbrowne@usaid.gov and amangou@usaid.gov. Only short listed candidates will be contacted.

Phone calls or e-mail to any address other than the one specified in this solicitation will not be accepted.

Sincerely,

Robert W. Appiah
Supervisory Executive Officer
USAID/Liberia

USAID/Liberia Mailing Address:
8800 Monrovia Pl
Dulles, VA 20189
VACANCY NOTICE

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications of qualified U.S. Citizen or Third Country Nationals (TCNPSC) currently residing in Liberia to provide Democracy and Governance Advisor services under a Personal Services Contract (PSC) for the Mission in Liberia for a period of one year with possible annual extensions not to exceed five years.

VACANCY #: 72066918R00002

OPEN TO: United States (US) citizens or U.S. Permanent Residents (non-U.S. citizen lawfully admitted for permanent residency) & Third Country Nationals (TCN).

POSITION: Democracy and Governance Advisor

OPENING DATE: February 7, 2018

CLOSING DATE: March 9, 2018

WORK HOURS: Full-time: 40 hours/week

GRADE/SALARY: Position is classified as GS 13 Equivalent With an annual salary range ($75,628 to $98,317) Salary is not negotiable beyond this range.

SECURITY ACCESS: Facility Access (USPSCs) and (TCNPSCs)

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

A. BACKGROUND

Liberia has experienced significant democratic gains and political stability that culminated in the peaceful, but disputed, presidential elections in October and December of 2017. However, the gains are fragile and many of the grievances that led to past unrest have not been adequately addressed. Over the next 12 months, USAID will support the newly elected administration to consolidate democratic gains by becoming more effective and accountable to its citizens, including through developing and utilizing systems that reduce opportunities for corruption and waste of scarce public resources. USAID’s robust Democracy and Governance (DG) portfolio promotes good governance to build, strengthen, and maintain critical public administration functions at national and local levels, such as systems for improved management of policy-making, budget and financial accounting, human resources and domestic revenue mobilization.
Coming off a contentious electoral cycle, USAID will work to support post-election reform efforts, assist the National Elections Commission to apply lessons learned to further their capacity, and professionalize political parties to ensure continued democratic development. USAID will also continue to support land policy reforms and efforts to improve the quality of legal services available to the population, and build civil society and media oversight capacity, thereby, reducing opportunities for renewed conflict or instability – key requisites for sustained peace and economic growth in Liberia.

B. USAID/Democracy and Governance (DG) Portfolio Overview:

USAID/Liberia’s DG portfolio is the most diverse and extensive in the region. The 10-person DG Office includes a mix of Americans, expatriate staff, and Foreign Service Nationals (FSNs) with extensive technical and sector experience. The office is divided into four sub-sectoral technical teams: 1) Good Governance, 2) Rule of Law, 3) Elections and Political Processes, and 4) Civil Society and Media.

The DG Advisor is a crucial team member given the office’s workload of currently managing 17 activities valued at around $190 million and following the historic 2017 general elections, which continue to require extensive engagement in the post-electoral cycle in Liberia. Reporting to the DG Office Director, the DG Advisor will apply his/her democracy technical knowledge, outreach and communication skills, as well as program management and partner coordination abilities, to execute a range of responsibilities, ranging from project design to activity management support to reporting.

The position is a locally-hired Personal Service Contractor (PSC). It is expected that the candidate will be in residence in Monrovia, be able to hold at least a Secret security clearance, obtain Contracting/Agreement Officer’s Representative (COR/AOR) certification, have access to the U.S. Embassy, and obtain a valid Liberian visa.

C. Major Duties and Responsibilities

The DG Advisor will have two primary functions: 1) to provide communications (both internal and external) and outreach support to the DG Office, including coaching and mentoring DG staff to improve their communication skills, and 2) to perform program management functions. She or he will provide communications and outreach support to the entire DG Office with a specific emphasis on coaching and mentoring staff to improve their ability to communicate effectively. She or he will also provide program management support to the Election and Political Processes and/or Rule of Law teams, and potentially others as needed. There are multiple activities within the Elections and Political Processes and Rule of Law portfolios, including those aimed at strengthening the National Elections Commission, conducting civic and voter education, strengthening political parties,
improving judicial training institutions (i.e. Law School, Judicial Institute, the Liberia National Bar Association, etc.), and supporting traditional justice mechanisms and land reform. It is expected that the DG Advisor will help identify synergies across the DG portfolio and make recommendations for new and/or changes to existing projects and activities as needed.

Specific communication and outreach responsibilities of the position include, but are not limited to:

1. Preparing and/or providing inputs into briefing materials, issues papers, cables, and status and progress reports for the DG team, USAID senior staff, and State Department colleagues;
2. Coaching and mentoring DG staff to improve their written and oral communication skills and products;
3. Coordinating, compiling, and editing the DG Office’s inputs into the Operational Plan, Performance Plan and Report (PPR), Quarterly Performance and Financial Reviews, Portfolio Reviews, Weekly “Bullet” Reports, etc.;
4. Working with DG staff, implementing partners, and the Mission’s development and outreach coordinators to organize meetings, workshops, and other events;
5. Supporting DG Office development outreach communications efforts to highlight activities’ achievements and success stories; and,
6. Assisting with devising strategies and activity designs, including contributing to assessments and evaluations.

Specific program management responsibilities of the position include, but are not limited to:

7. Providing program management support for the Elections and Political Processes and Rule of Law portfolios and potentially others as needed, either as an Agreement/Contracting Officer’s Representative or as an Activity Manager for one or more activities;
8. Conducting site visits to monitor and assess implementing partners’ performance and providing technical direction or guidance as needed;
9. Coordinating and participating in Data Quality Assurance activities, and other monitoring and evaluation support, as assigned, across the DG portfolio;
10. Facilitating procurement actions related to the DG Office’s Elections and Political Processes and Rule of Law portfolios, and potentially others as needed; and
11. Supporting coordination efforts with implementing partners, international donors, and the host government.

D. Conduct, Travel, Reporting and Liaison

The DG Advisor will handle all assigned work independently or, as required, as part of a team identified by the DG Office Director, in accordance with all applicable USAID regulations and guidance as provided in the USAID Automated
Directives System (ADS) and regulations. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities. The employee will resolve problems that arise by determining the approaches to be taken and methods to be used, developing, coordinating and clearing proposed solutions with all necessary parties, and then taking appropriate actions to resolve the problems. The incumbent will maintain contact and interact technically and professionally in a highly collaborative manner with a wide range of interlocutors. The incumbent is expected to demonstrate appropriate levels of skill in the following areas: 1) teamwork and professionalism, 2) resource management, 3) leadership, and 4) technical and analytical skills.

Travel within Liberia may be required. All duties will be carried out under the general or specific guidance of the DG Office Director as direct supervisor. The incumbent will be expected to prepare and deliver written and oral reports on all aspects of his/her responsibilities or work, including site visits, as requested by the DG Office Director and/or the Mission Director.

The incumbent shall maintain contact with U.S. and Liberian officials, civil society representatives, U.S. and Liberian contractor representatives, and representatives of other donors and international organizations. The incumbent will coordinate closely with other elements of the U.S. presence in country and with other Mission offices, as required.

II. POSITION ELEMENTS:

a. Supervision Received/Exercised: The Democracy and Governance Advisor will work under the general and specific supervision and policy guidance of the DG Office Director. In carrying out specific assignments, the incumbent will consult and work closely with other members of the DG Office, particularly the Elections and Political Processes Team, Rule of Law Team, the Mission Development and Communications Outreach Team, and other teams within USAID, Department of State, the Government of Liberia, international donors, and stakeholders. The incumbent is expected to work independently with guidance, take initiative, and maintain high standards of professionalism. Though s/he will not have a formal supervisory role, the DG Advisor will support, advise, and mentor and coach other DG staff, particularly, Liberian staff as tasks require.

b. Available Guidelines and Systems: The incumbent is required to understand and analyze Mission and Agency specific policies and procedures that govern implementation of democracy and governance development activities, in addition to the USAID/DG established administrative operating procedures, policies, and formats. The incumbent will be required to be proactive in keeping abreast of evolving
guidelines and policies of the Agency and Mission, including but not limited to the Automated Directives System (ADS), Mission Orders, Mission Notices, USG Procurement regulations, and USAID and State Program Strategy and Policy Documents.

c. Decision-Making/Exercise of Judgment: At the full performance level, it is expected that the incumbent will exercise considerable independence and decision-making authority in carrying out duties, subject to final review by the DG Office Director or her or his designee.

d. Authority to Make Commitments: The incumbent will have no independent authority to commit USG Mission funds.

e. Nature, Level and Purpose of Contacts: Contacts are with mid- to senior management-type persons within and outside USAID, which may include other U.S. government officials and Liberian government officials as appropriate, consultants, contractors, grantees, and/or business executives.

f. Complexity: The incumbent will be required to analyze and report on complex interrelated issues concerning the political and electoral environment, the Liberian rule of law structures and justice system, and government agencies. The incumbent may also be asked to analyze the efficiency and productivity of individual contracts, grants, and cooperative agreements, and provide appropriate programmatic recommendations. S/he will develop detailed plans, goals, and objectives for the long-range implementation and administration of DG activities, particularly those related to elections, political processes, and the rule of law, and/or develops criteria for evaluating the effectiveness of the activities, and/or develop communications strategies that explain the DG portfolio.

III. QUALIFICATIONS AND SELECTION CRITERIA:

a. Education: A bachelor’s degree in any field plus a university master’s degree or higher in International Relations, Public Policy or Administration, Political Science, Law, Business or International Development or a related field is required (an additional five years of relevant experience can be substituted for the advanced degree). (10 points)

b. Work Experience: Minimum of five years of professional experience in international democracy and governance programming, at least three years of which overseas (preferably in the developing world), is required. Prior work experience with USAID (preferably COR/AOR certification) or another U.S. government agency is preferred. Demonstrated experience producing high-quality deliverables under tight deadlines is required. (20 points)
c. **Language and Communication Skills:** Strong English language and communication skills (written and oral) are required. Demonstrated copy editing skills and capacities preferred. *(10 points)*

d. **Knowledge:** Knowledge of international development concepts, principles and activity implementation is required. Knowledge and experience in democracy and governance, particularly elections, political processes, rule of law (including access to justice, alternative dispute resolution, or land reform), is preferred. Knowledge of strategic communications and promotions required. *(30 points)*

e. **Analytical and Interpersonal Skills:** The Democracy and Governance Advisor must have proven capacity to analyze complex situations and provide technical guidance and recommendations up and down the hierarchy. S/he will have strong interpersonal and teamwork skills, technical and analytical abilities. S/he will have demonstrated the ability to develop strategic messages, effective promotional materials, and informational campaigns. *(30 points)*

**Maximum Points Available:** 100

**ADDITIONAL SELECTION CRITERIA**
Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

**BENEFITS & ALLOWANCES**
AS A MATTER OF POLICY, AND AS APPROPRIATE AND/OR AS APPLICABLE, A USPSC RESIDENT HIRE IS NORMALLY AUTHORIZED BENEFITS AND NOT ALLOWANCES IN ACCORDANCE WITH THE AIDAR APPENDIX D.

1. **BENEFITS**
   - Employee’s FICA Contribution, Contribution toward Health and Life Insurance, Pay Comparability Adjustment, Annual Increase, Eligibility for Worker’s Compensation and Annual & Sick Leave

**SELECTION PROCESS**
After initial screening of applications, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted.

**HOW TO APPLY**
Interested candidates for this position should submit the following:
   A. Signed application for Federal Employment form (OF-612);
B. Cover letter;
C. Current resume; and
D. Documentation (e.g., essay, certificates, awards, and copies of degrees earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO:
Democracy and Governance Advisor Position
USAID/Liberia
C/o American Embassy, Gate Number 1, Mamba Point
Or by email to sbrowne@usaid.gov and Amangou@usaid.gov