



USAID | RWANDA

FROM THE AMERICAN PEOPLE

Solicitation No.: SOL-696-13-000013
Issuance Date: September 17, 2013
Closing Date/Time: October 17, 2013 at 5:00 pm (Kigali Time)

SUBJECT: Solicitation for US Personal Services Contractor (PSC) for
Democracy and Governance Advisor

Ladies/Gentlemen:

The United States Government, represented by the US Agency for International Development (USAID), is seeking applications from qualified U.S. Citizens residing in Rwanda to provide personal services as described in this solicitation. USAID/Rwanda anticipates awarding one contract as a result of this solicitation, subject to availability of funds.

Submissions shall be in accordance with the instructions provided in this solicitation, at the place and time specified.

Interest applicants must submit all the materials required by the solicitation such as (but not limited to):

- (i) A signed U.S. government OF-612 which is available at the USAID website <http://www.usaid.gov/rwanda/partnership-opportunities>
- (ii) The applicant's detailed CV and a cover letter of application; and
- (iii) Three (3) to five (5) references, who are not family members or relatives, with telephone and email contacts.

Electronic submission is authorized and the most preferred. Electronic application packages are to be submitted by email to: KIGALIHR@USAID.GOV. Please quote the number and position title of this solicitation on the subject line of your email application. Be sure to include the announcement number at the top of each of the additional pages.

POINT OF CONTACT

Human Resources Office, Tel: 0252 596 400; Ext. 2605

To ensure consideration of applications for the intended position, please reference the solicitation number on your application and as the subject line of cover letter. Highly ranked applications may be selected for interview.

Applications must be received no later than October 17, 2013 at 5:00 p.m. (Kigali Time), as stated in the solicitation. Please note that USAID/Rwanda does not accept responsibilities for delays transmission or receipt of application. Applications received after that date and/or time specified will not be considered.

USAID/Rwanda reserves the right to award, or not award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. Additionally, the US Government is not obligated to pay any costs associated with the preparation of an application in response to this solicitation.

Only shortlisted applicants will be contacted; no response will be sent to unsuccessful Applicants.

Attachment to Solicitation No. SOL-696-13-000013

1. **SOLICITATION NO.:** SOL-696-13-000013
2. **ISSUANCE DATE:** September 17, 2013
3. **CLOSING DATE/TIME:** October 17, 2013 at 5:00 p.m. (Kigali Time)
4. **POSITION TITLE:** Democracy and Governance Advisor
5. **MARKET VALUE:** Position is classified at GS-13 with annual salary range of \$72,032 to \$93,641. The actual salary will be negotiated based on qualifications, work experience and previous salary history of the successful candidate.
6. **PERIOD OF PERFORMANCE:** One year. Level of effort is full time (40 hours per week)
7. **PLACE OF PERFORMANCE:** Kigali, Rwanda
8. **SUPERVISION:** Contractor will report to the Democracy and Governance Office Director
9. **SECURITY ACCESS:** Employment Authorization
10. **MEDICAL CLEARANCE:** The apparently successful applicant, and any eligible family members who will accompany the applicant to post, shall be required to obtain a Kigali Health Unit Medical clearance to work in Rwanda.
11. **WHO MAY APPLY:** U.S Citizens

INTRODUCTION

The USAID Mission for Rwanda manages the overall U.S. assistance program for Rwanda. This program provides support in the areas of public health and HIV/AIDS, rural economic growth and agricultural development, food security, and democracy, governance and reconciliation.

The U.S. Government is providing approximately \$6 million Democracy and Governance (DG) funds in Fiscal Year 2013 to build on Rwanda's progress while focusing on deepening ongoing reconciliation efforts across the country, ensuring that current land reforms are sustainably implemented, supporting the development of a more responsive civil service, and empowering young women through targeted training and capacity building. USAID/Rwanda maintains a focus on strengthening democratic engagement within and between communities, civil society, and government by building the capacity of civil society to participate in the political sphere, while encouraging and maintaining peace and stability. USAID/Rwanda will promote social cohesion, peace building, and

reconciliation, specifically focusing on grievances that have the potential to lead to a resurgence of ethnic tensions and violence.

I. Background:

Rwanda's extraordinary recovery from complete political, economic and social collapse after the 1994 genocide represents one of Africa's most dramatic and encouraging success stories; yet Rwanda remains among the world's poorest, least-developed, and most overpopulated countries. The Government of Rwanda (GOR) has made a decisive commitment to confront its daunting development challenges head-on, and to undertake a fundamental, broad-based economic and social transformation intended to produce sustainable and equitable national development. This commitment has already yielded highly-visible results in terms of prolonged peace and political stability, as well as major economic and social progress. Annual economic growth rates are among Africa's highest, and huge strides have been made in social indicators such as child and infant mortality, household income, and primary-school enrollment levels.

Rwanda's success in service delivery, reduction of poverty, and consistent economic growth since the genocide in 1994 is in large part due to effective leadership and the strong commitment of government to socio-economic development. Despite these successes, freedom of speech, professional journalism, public participation, and an active civil society and media have been characterized by independent sources as weak and often marginalized. According to the IREX Media Sustainability Index, Rwanda's score for measuring freedom of speech dropped from 2.34 in 2009 to a notable 1.81 in 2010 following the presidential elections. Rwanda held Parliamentary elections in September 2013 which many see as the stepping stone to the highly anticipated 2017 Presidential election.

This complex political environment creates both opportunities and challenges for USAID/Rwanda's strategy development process. USAID/Rwanda is well positioned to build on some of the successes of the Rwanda Millennium Challenge Corporation (MCC) Threshold Program by supporting media reforms currently underway, further building justice sector capacity, and improving civic engagement between local communities and government at the local and national levels. Systematically supporting a political reform process that deepens democracy in Rwanda goes beyond the manageable interests of both USAID/Rwanda and development partners. Even constructive criticism of the GOR by friendly development partners can have the opposite of the intended effect, as evidenced by the early termination of the Rwanda MCC Threshold Program. The GOR has repeatedly emphasized the importance of civic engagement in Rwanda's development process; the Mission will leverage the utilization of this term to place greater emphasis on a bottom-up approach. USAID/Rwanda has therefore decided to promote reforms and greater democratization of decision-making by building the capacity of key actors involved in political reform, ensuring fuller consultation and participatory planning with local populations and stakeholders, encouraging improved community relationships and social cohesion, and supporting continued economic growth. All of these objectives align with the GOR's vision for the future, officially presented in the EDPRS and Vision 2020 documents. As an example, efforts under this DO will directly contribute to the

GOR's EDPRS goal to "promote decentralization, citizen participation and empowerment, transparency and accountability".

II. Duties and Responsibilities of the Position:

Under the direct supervision of the Democracy and Governance Director, the Democracy and Governance Advisor will be responsible for developing, managing and overseeing designated programming pertaining to democracy development, including elections, media, civil society, justice sector strengthening, decentralization, and citizen participation. The advisor will serve as a member of the Mission's Democracy and Governance office and will work closely with the USAID Mission, the US Embassy, and Government of Rwanda (GOR).

The Advisor will serve as one of the Mission's technical resources on democratization, strengthening of key government institutions, sub-national governance, civil society and human rights, and as a point of contact on matters relating to programming in these areas. The Advisor will also liaise with other USG agencies and international organizations and foreign donors that provide assistance for democracy development to ensure that Rwanda's democracy activities are fully coordinated with other actors active in these areas.

A. Specific Duties and Responsibilities:

The incumbent will be responsible for the following:

1. Program Management

- Manage democracy and governance activities, including: determining work priorities in consultation with the DG Director; making decisions on activity implementation; identifying and resolving program issues; assuring that all activities are carried out in a technically-sound and cost-effective manner; and assuring activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- Provide technical inputs about programs for which s/he has cognizant technical officer (CTO, i.e., contracts and/or grants management) responsibilities to the DG Director and Program Office in order to prepare for and complete USAID's annual report, semi-annual portfolio reviews, annual budget requests, and other briefings as required by the Government of Rwanda, Congress, Department of State, USAID/Washington, US Embassy, and USAID/Rwanda.
- Plan, implement, participate in, comment upon, or prepare Mission views on evaluations, assessments or audits of activities.
- Organize technical evaluation committees and participate in the evaluation of DG contract and grant proposals. Analyze budgets and assess the appropriateness of various modalities of assistance. Advise on program justifications and documentation requirements.
- Provide technical advice and recommendations to the DG Team and implementing partners regarding program design and implementation so as to maximize the impact on good governance and democracy in Rwanda.
- Assist in determining the additional analyses, assessments, or reviews that are required to develop Mission activities in the area of good governance and democracy

development, designing and overseeing the implementation of such analyses or assessments, and follow up as necessary.

2. Coordination, Technical Advice and Policy Dialogue

- Participate in, coordinate or manage USAID inputs into democracy sector assessments conducted in conjunction with other USG agencies, international organizations, or other donors.
- Maintain close contact, providing technical advice, and engaging in policy dialogue with high ranking Government of Rwanda officials, staff and senior representatives of international organizations and missions, NGOs, civil society, media, political parties, and foreign donors active in the democracy sector, USAID assistance providers, and other U.S. Government agencies involved in the promotion of good governance and democracy.

3. General Management

- Provide support for maintaining and updating the DG office budget and program planning systems.
- Support the updating and maintenance of the DG Intranet site.
- Continuously gathering information about and keeping current on development in the democracy area in Rwanda and reporting such developments as required to the DG Team and Director.
- Carry out other tasks related to USAID/Rwanda's democracy sector programming as assigned by the DG Director or his/her designee.

The Advisor will handle all assigned work either independently or as part of teams according to established Mission policies, practices and programmatic guidance, and in accordance with all applicable USAID regulations and guidance. The Advisor is expected to make independent judgments while working as part of the Democracy and Governance Team. As a highly qualified professional, substantial reliance is placed on the employee to independently plan and carry out the specific activities required for fulfilling the major duties and responsibilities of this position.

B. Period of Performance

The Personal Services Contract will be for (24) months, with possible extensions. Extensions will be contingent on the need of continued services, satisfactory performance and availability of funds.

C. Qualifications/Selection Criteria:

Education

At least a Master of Science/Arts or equivalent level in-Political Science, International Relations or related field.

Experience

- A minimum of seven years of progressively responsible experience in the following illustrative areas: international development, conflict resolution and peace-building, local capacity building. Experience in the following fields is desirable:

administration of justice, local governance strengthening, civil society development, elections, and legislative strengthening;

- Experience with other international donors managing democracy and governance programs in transition countries
- Three or more years of overseas experience in a developing nation;
- Experience in managing complicated, politically sensitive programs;
- Proven organizational and administrative skills.

Knowledge

- A comprehensive knowledge of democracy and governance programming;
- Knowledge of the sub-Saharan Africa, preferably East and/or Central Africa cultural/work environment.

Skills and Abilities

- Sound and independent judgment, with the skills necessary to strategize, develop, and effectively implement activities in a fast-paced, often high-pressure environment;
- The ability to juggle and prioritize multiple tasks and objectives;
- Effective program/project management skills;
- The ability to work as part of a team and to maintain cordial and professional relationships within USAID and with host government officials, NGOs, and contractor personnel;
- Excellent interpersonal skills and a genuine passion for development;
- A high degree of professionalism, discretion, and sound judgment in representing the USG;
- Knowledge of Microsoft Word, Excel, Outlook, and other software necessary for completing the required responsibilities;
- The ability to prepare required reports and other documents in proper format and language.

Language Proficiency

- Excellent oral and written English communication skills;

Past performance / Professional reference checks

Applicants must list at least three references and provide current contact information, preferably both an e-mail address and a telephone number.

Required Summary Statement

Applicants are **required** to address the above selection criteria in a summary statement attached to the application. This summary statement, limited to two pages, must describe

specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The summary statement must include the name of the applicant and the announcement number at the top of each page. ***Failure to provide this summary statement may result in lower scores against the selection criteria above.***

Those applicants determined to be competitively ranked will also be evaluated on interview performance. These interviews may be conducted by telephone. A writing test and samples of past work will be required.

A. Compensation

This position is classified at GS-13 scale. The actual salary of the successful candidate will be negotiated within that pay range depending on qualifications, work experience and previous earning history.

B. Applicable Policy Directives and Regulations Pertaining to PSCs

- (1) Acquisition and Assistant Policy Directives (AAPDs) or Contract Information Bulletins (CIBs) contain changes to USAID policy and General Provisions in USAID regulations and contracts. Those documents can be found at this websites: http://transition.usaid.gov/business/business_opportunities/cib/subject.html#psc
- (2) USAID Acquisition Regulation (AIDAR) applicable to award and administration of USPSC and TCNPSC resident hires is contained in AIDAR Appendix D and can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>. The link comprises of prescribed Contract Schedule, General Provisions as appropriate, as well as the FAR Clauses to be incorporated in full text and by reference.
- (3) Standard of Ethical Conduct for Employees of the Executive Branch can be accessed at: http://www.gpo.gov/fdsys/pkg/CFR-2007-title5-vol3/pdf/CFR-2007-title5-vol3-part_2635.pdf or <http://www.oge.gov/Laws-and-Regulations/Employee-Standards-of-Conduct/Employee-Standard-of-Conduct/>

C. Instructions to Applicants

1. Interested applicants are requested to submit the following information:
 - a) A recent CV or resume. The CV/resume must include sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria and must contain the following information:
 - (i) Personal Information: Full name, mailing address , email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held)

- (ii) Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received.
 - (iii) Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (include series and grade if federal job), duties, and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
 - (iv) Other Qualifications: other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title and year), job-related skills; for example, other languages, computer software/hardware, tools, machinery, typing speed, job-related certificates and licenses (current only), job-related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance as awards (give dates but do not send documents unless requested.
- b) Applicants are strongly encouraged to address each of the evaluation criteria above on a separate sheet describing specifically and accurately what experience, training, education, and/or awards they have received that are relevant to the criterion. Failure to address minimum selection and/or quality factors may result in your not receiving credit for all your pertinent experience, education, training, and awards. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- c) Applicants are required to provide three (3) to five (5) references with complete contact information including email address and telephone numbers. The Applicant's references must be able to provide substantive information about the applicant's past performance and abilities. USAID/Rwanda reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.
- d) Written cover letter of not more than one page.
- e) Form OF-612 must be signed and those submitted unsigned will be rejected.
2. Applications should retain for their record copies of all enclosures that accompany their submissions.
 3. The number of this solicitation must be referenced on the application.
 4. Any attachments provided via email must be in or compatible with Microsoft Word Version 2020 or Adobe Acrobat Portable Document Format (PDF) and not "Zipped".
 5. Highly ranked applicants may be interviewed in person or by phone.

[END OF SOLICITATION]