



USAID | MALI

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 25, 2014
QUESTION DUE DATE: May 02, 2014
CLOSING DATE: May 16, 2014
15:00PM. Bamako Time

Subject: Solicitation Number SOL-688-P-14-000002 for a U.S. Resident Hire Personal Services Contract (USPSC) to serve as Communication & Reporting Officer.

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from a U.S. Resident Hire who will be responsible for managing a range of communications special projects from preparing background sections for the new strategy responding to communications related tasks from Washington. Additionally, the incumbent will be responsible for overseeing USAID and inter-agency reporting requirements i.e, the Operational Plan, Performance and Planning Report, Mission Resource Request and ad-hoc requests.

S/he will work closely with all USAID/Mali offices and with relevant U.S Embassy agencies and sections to guide them through the completion of key documents. S/he will play an important quality assistant role, advising USAID on policies, procedures, and guidelines related to the reporting requirements. In addition to maintaining schedules of deliverables and reviewing cross-agency inputs, the CRO will be asked to draft certain sections of the reports (text and graphs) in addition to editing and packaging the reports. S/he may also be assigned other specific tasks related to key Program Office functions as the need arises.

The CRO will review and draft sections of key documents for Program Office and USAID Front Office final approval that outline the strategic and programmatic direction and evaluation of USAID and U.S Embassy programs.

Interested applicants must submit: (i) his/her most current curriculum vitae or resume; (ii) signed form OF 612, Optional Applications for Federal Employment; and (iii) three references, who are not family members or relatives, with telephone and email contacts. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. The Applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID Mali reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation.

Form OF 612 must be signed and those submitted unsigned will be rejected. Applicants should retain for their record copies of all enclosures that accompany their submissions.

Application packages may be submitted via e-mail to: bamakoaidmalipsc@usaid.gov. Please quote the number and position title of this Solicitation on the subject line of your e-mail application.

Sincerely,

JoAnn Sparacino
Contracting Officer

- SOLICITATION NUMBER:** SOL-688-14-000002
- 1. ISSUANCE DATE:** 04/25/2014
- 2. CLOSING DATE / TIME SPECIFIED FOR RECEIPT OF APPLICATIONS:** 05/16/2014, 15h00, Bamako, Mali Local Time
- 3. POSITION TITLE:** **Communications and Reporting Officer (COR)**
- 4. POSITION GRADE:** *Resident Hire US Citizen: GS-11 (\$50,790 - \$66,027)
(Final compensation within the GS-11 grade range will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background)*
- 5. PERFORMANCE PERIOD:** *Two years assignment (with option for renewal subject to funds availability).*
- 6. PLACE OF PERFORMANCE:** Bamako, Mali
- 7. SECURITY LEVEL:** **USPSC:** The successful candidate will be required to obtain a Facility access clearance as a pre-condition for employment.

8. MEDICAL CLEARANCE:

The successful candidate shall be required to obtain a medical certification proving aptitude to work and Medical evacuation insurance that is provided through your chosen service provider. Most USPSC are under MEDEX (Work: 410-453-6330; 800-527-0218; Fax: 410-453-6301; E-mail: info@medexassist.com or Website: www.medexassist.com) 9515 Deereco Road, 4th Floor, POB 5375. Timonium, MD 21904-5375. Receipt of Medical clearance and insurance are pre-condition for employment.

9. STATEMENT OF WORK:

COUNTRY AND PROGRAM BACKGROUND

USAID/Mali implements programming in four sectors: governance and communication, health, education and economic growth. The Economic Growth Office works primarily to reduce poverty and raise rural incomes through inclusive agricultural growth and improved productivity, strong markets, facilitated national and sub-regional trade, and private sector development. Mali is one of USAID's focus countries under the Feed the Future Initiative. Feed the Future (FtF) strives to increase agricultural production and the incomes of both men and women in rural areas who rely on agriculture for their livelihoods. Investments in inclusive agriculture-led growth encompass improving agricultural productivity, expanding markets and trade, and increasing the economic resilience of vulnerable rural communities. The initiative also seeks to improve nutritional status in the target regions, especially of women and children. USAID/Mali also implements Food for Peace (FFP) programs as well as those to support adaptation and resilience to Global Climate Change (GCC). USAID/Mali's programs support the Government Of Mali's (GOM) efforts to build upon Mali's comparative advantage in agriculture, and to achieve accelerated growth of the sector. USAID/Mali supports the Government of Mali's efforts to implement its Comprehensive Africa Agriculture Development Program (CAADP), which commits African countries to invest ten percent of the national budget in agriculture, with the goal of achieving seven percent annual agricultural growth.

USAID/Mali currently implements several projects in support of Feed the Future, GCC, and FFP, and is also designing new programs under these initiatives. The annual AEG budget is approximately \$40 million, and comprises 17 staff persons, including 5 USDH (when fully staffed), one USPSC, and 11 Foreign Service National staff persons.

Despite Mali's notable socio-economic progress over the last decades that has been supported by roughly \$1 billion in annual development assistance, a transformative development impact on Malians remains a key challenge. Confronting this challenge will be the heart of USAID's new five-year development strategy, currently in development.

The USAID/Mali strategy will integrate the Presidential Initiatives into programs in the four technical sectors. FTF offers an opportunity to support Mali's most important economic sector, agriculture, linked to improvements in poverty and health. Mali is the only U.S. Government non-President's Emergency Plan for AIDS Relief (PEPFAR) GHI country, it includes the Presidential Malaria Initiative, and has a robust inter-agency work plan coordinated by USAID. The GCC initiative will spur innovation and encourage investments to tackle a critical global challenge.

As part of its strategy (Country Development Strategic Plan or CDCS) exercise, USAID will examine how it can best design, implement, and report on development programs more efficiently in its pursuit of sustainable results. Embracing the Agency's reform agenda, "USAID Forward", USAID/Mali is committed to operationalizing the Paris Declaration principles and aligning its strategy to Mali's. USAID is exploring how best to partner directly with the GOM, as well as how to build local capacity through direct investments with Malian partners.

10. CORE FUNCTIONAL AREAS OF RESPONSIBILITY:

The Communications & Reporting Officer (CRO) works in USAID/Mali's Program Office in Bamako, Mali and reports to the Supervisory Program Officer or designate. The CRO oversees communications-related special projects and serves as the coordinator for USAID (and U.S. Government – USG) reporting requirements.

The candidate will be responsible for managing a range of communications special projects from preparing background sections for the new strategy to responding to communications-related tasks from Washington. Additionally, the incumbent will be responsible for overseeing USAID and inter-agency reporting requirements i.e., the Operational Plan, Performance and Planning Report, Mission Resource Request, and ad-hoc requests. S/he will work closely with all USAID/Mali offices and with relevant U.S. Embassy agencies and sections to guide them through the completion of key documents. S/he will play an important quality assurance role, advising USAID on policies, procedures, and guidelines related to the reporting requirements. In addition to maintaining schedules of deliverables and reviewing cross-agency inputs, the CRO will be asked to draft certain sections of the reports (text and graphs) in addition to editing and packaging the reports. S/he may also be assigned other specific tasks related to key Program Office functions as the need arises.

The CRO will review and draft sections of key documents for Program Office and USAID Front Office final approval that outline the strategic and programmatic direction and evaluation of USAID and U.S. Embassy programs.

The CRO will use his/her wide range of communications; performance management; and program management knowledge, skills, and abilities, and experience to undertake the following responsibilities:

1. USAID Communications Special Projects: The CRO will play a lead role in supporting the communications aspect of the ongoing USAID/Mali strategic planning process. This will involve the preparation of background sections – including narratives and graphics. It will also involve conducting research and analyzing data to prepare new communications materials that support the strategic planning effort. S/he may also assist in the development of communications materials to support achievements related to the ongoing program, particularly related to the presidential initiatives that USAID/Mali is implementing (i.e., Feed the Future, Global Climate Change, Presidential Malaria Initiative and the Global Health Initiative). S/he will also ensure that all relevant information is transmitted to the USAID Development Outreach and Communications (DOC) Specialist for inclusion in key deliverables.

2. USAID Reporting & Coordination: The CRO will play a principle USAID coordination role in USAID and inter-agency reporting and preparation of key strategy, program planning, resource allocation and program evaluation documents such as the Operational Plan and Congressional Budget Justification. S/he will also assist with other USAID reporting requirements, i.e., reporting on Feed the Future, completing Paris

Declaration questionnaires, fulfilling ad-hoc programmatic and budget information requests from Washington. S/he will offer advice and guidance on how to prepare the reports, ensure key messages are captured, review and edit all inputs, and draft key sections of the documents. S/he will manage the development and review processes for key USAID reporting requirements. The CRO will assist the Program Office to provide strategic oversight and guidance to Mission management to ensure quality reporting inputs. S/he will also ensure that all relevant information is transmitted to the USAID Development Outreach and Communications Specialist for inclusion in key deliverables.

3. Additional USAID/Mali Communications Support: The CRO will also support USAID/Mali through a wide variety of other assigned tasks. S/he may respond to urgent, complex information requests and action items as needed. The nature and content of the action items could vary widely from the drafting of a USAID/Mali information memo for the Ambassador that outlines the Mission's proposed actions in a particular sector to responding to Government of Mali and USAID/Washington requests for information. The CRO may also perform a variety of duties related to special projects involving visible programmatic issues and may manage cross-cutting initiatives.

11. SUPERVISION AND EVALUATION OF PERFORMANCE: The CRO will be supervised by the USAID/Mali Supervisory Program Officer, or his/her designee.

Oversight: The incumbent will independently plan and carry out his/her work. Evaluation of performance will be performed annually by the USAID/Mali Supervisory Program Officer, or his/her designee. The incumbent does not have supervisory responsibilities.

12. EXERCISE JUDGMENT

Incumbent exercises a broad scope of independent judgment. Refers to immediate supervisor and other professional staff members on matters pertaining to policy, priority or resolution of problems for which there is no clear precedent. Incumbent must demonstrate a keen sense of timeliness in exercising judgment and completing an array of simultaneous actions.

14. AUTHORITY TO MAKE COMMITMENTS

Exercise authority in accordance with delegation granted in USAID Mission Orders.

15. NATURE, LEVEL AND PURPOSE OF CONTACTS

The CRO will establish and maintain working relationships with all categories of USAID personnel in Bamako, the region, and Washington. Within the U.S. Embassy, the CRO may liaise with senior U.S. Embassy officials from the Defense Attaché's Office, the Political section, and other U.S. Government agencies comprising the U.S. Mission in Mali. At certain times, the CRO may be in regular contact (weekly and frequently daily contact) with senior Mission management both in Bamako and in Washington regarding key USG reporting requirements and takers.

16. PHYSICAL DEMANDS AND LOGISTICAL ARRANGEMENTS: The work is generally sedentary and does not pose undue physical demands. The position provides for USAID provision of office space, computer and telephone, fax, and email.

17. WORK ENVIRONMENT AND TRAVEL: The primary place of work is USAID/Mali located in Bamako. The incumbent may be required to travel within Mali to meet the responsibilities of the position.

18. START DATE: Preferably **by on or before 07/01/2014**. This start date is contingent on security/facility access and health clearances being granted.

19. POINT OF CONTACT: See Section 22, How to Apply, for contact details.

20. MINIMUM QUALIFICATIONS: To be considered for this position, applicants must meet the minimum qualifications

1. United States citizenship;
2. Hold an undergraduate degree. Relevant majors include (but are not limited to) economics, communications/English, Political Science, government, sociology/rural sociology, public administration,

international development, human rights, business administration/management, development/area studies; and social studies;

3. Have at least five years of relevant professional experience in a field related to (but not limited to) reporting, writing/editing, and communication. Previous experience with U.S. Government agencies, other donor or international organizations, consulting companies, public relations, press or communications is preferred. Relevant experience is defined as some combination of experience in developing, managing, evaluating and assessing projects; performance-based management and budgeting; strategic planning; communications (document preparation, editing, presentation preparation, etc.) and project reporting.

21. 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.

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. Be sure to include your name and the announcement number at the top of each additional page. Candidates will be evaluated and ranked based on:

1. **Education (15 points):** The candidate must have a relevant undergraduate degree. Relevant majors include (but are not limited to) economics, communications/English, political science, government, sociology/rural sociology, public administration, international development, human rights, business administration/management, development/area studies, and social studies. Graduate degree is preferred.
2. **Professional Experience (25 points):** The candidate must have at least five years of relevant professional experience in a field related to (but not limited to) reporting, writing/editing, communication, and/or performance management. Previous experience with U.S. Government agencies, other donor or international organizations, consulting companies, public relations, press or communications is preferred. Relevant experience is defined as some combination of experience in developing, managing, evaluating and assessing projects; performance-based management and budgeting; strategic planning; communications (document preparation, editing, presentation preparation, etc.) and project reporting.
3. **Language Proficiency & Communication Skills (30 points):** Excellent written and oral communication skills in English (equivalent to level 4). Demonstrated ability to edit technical documents into user friendly formats. Ability to prepare presentations. Ability to speak and read French (level 2+) is preferred.
4. **Knowledge, Skills and Abilities (30 points):** Incumbent must have analytical skills and management skills. Strong interpersonal skills are required. Good computer skills are required, including Word, Power Point, and the development of spreadsheets/tracking systems. Ability to comprehend and synthesize a vast array of documentation (e.g., strategies, project documents, data and foreign assistance information). The ability to interpret, analyze, and present data to a variety of audiences is preferred. Ability to work in teams is necessary. Ability to interpret U.S. Government laws, policies, regulations and procedures related to international development assistance. Ability to disseminate and explain guidance in layman's terms is required. A working knowledge of West Africa is preferred.

Maximum Evaluation Score: 100

22. How to Apply: To ensure consideration of application for the intended position, please reference the **solicitation number on your application, and as the subject line in any email, cover letter and any other attached pages.** The highest rated applicants may be selected for interviews.

Applications must be received by the closing date and time specified in Section 22. Applications received after the date and time shall be considered late and will be considered at the discretion of the Government.

Please confirm that all documents submitted were received prior to the closing date and time of this notice. Equipment and network failures at USAID or by the applicant's network are not acceptable reasons for late submission as applicants have the option of sending a hard copy via courier.

Qualified individuals are requested to submit the following documents in order to have a complete application package:

1. A U.S. Government Optional Form 612 (available at <http://www.usajobs.gov/OF612.asp>); **The OF 612 must be signed and those submitted unsigned will be rejected.**
2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Communications and Reporting Officer position.
4. Applicants are required to provide three (3) to 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.
5. 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.

23. SUBMIT APPLICATION:

Human Resources Management Office - Email: bamakoaidmalipsc@usaid.gov by 05/16/2014 at 15h00 Bamako, Mali time.

Email Application email address:

The email submission address is: bamakoaidmalipsc@usaid.gov. Please include the following in the subject line for all email submission: SOL-688-14-000002.

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.

24. LIST OF REQUIRED FORMS FOR PSC

Forms outlined below can found at:

http://www.usaid.gov/business/business_opportunities/psc_solicitations.html

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

** Forms 1 through 4 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSC

AAPDs and CIBs 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 AAPDs and

CIBs apply to this contract.

25. BENEFITS, ALLOWANCES AND PAYMENT OF TAXES: As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances.

Benefits

- Employee's FICA Contribution
- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Annual Increase
- Eligibility for Worker's Compensation
- Annual and Sick Leave
- Leave Without Pay
- Compensatory Leave

FEDERAL TAXES: USPSCs are required to pay Federal Income Taxes, FICA, and Medicare

EEO/AA: USAID IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND 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