



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 4, 2014

CLOSING DATE: April 18, 2014 AT 12:30 Hours Accra Time

SUBJECT: SOLICITATION NUMBER 624-14-010 FOR THIRD COUNTRY NATIONAL PERSONAL SERVICE CONTRACTOR SENIOR AGRICULTURE POLICY ADVISOR

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/West Africa (USAID/West Africa), is seeking applications from qualified Third Country Nationals interested in providing Personal Services Contractor (PSC) services as described in the attached solicitation.

Submission shall be in accordance with this solicitation and at the place and time specified. In order to be considered for the position a candidate must meet the minimum qualifications listed in the solicitation. The Senior Agriculture Policy Advisor position will be located in Accra, Ghana.

All applications packages are to be submitted to:

Via courier **Regional Executive Office
USAID/West Africa
No. 24 Fourth Circular Rd. CT
P.O. Box 1630
Accra, Ghana**

OR

Via email: accrapsc@usaid.gov. Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be in a format compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. **All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.**

Late applications will not be accepted and will be handled in accordance with 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 that this does not constitute any guarantee that a PSC will be awarded as result of this solicitation nor does it constitute any authorization by USAID to reimburse costs incurred in the preparation of an application. Any questions on this solicitation should be sent to Dinah McKeown at dmckeown@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott
Executive Officer

SOLICITATION NUMBER : 624-14-010

ISSUANCE DATE : April 4, 2014

CLOSING DATE/TIME : April 18, 2014 at 12:30 Hours Accra Time

POSITION TITLE : Senior Agriculture Policy Advisor

MARKET VALUE : **(\$85,544.00 – 111,203.00)** the market value for this position is equivalent to GS-14 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.**

PERIOD OF PERFORMANCE : Two (2) years with possible extensions. Extensions will be based on satisfactory performance, continued need for services and availability of funds.

PLACE OF PERFORMANCE : Accra, Ghana

SECURITY ACCESS: Must obtain Employment Authorization and medical clearance 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.

AREA OF CONSIDERATION: Open to Third Country Nationals

1.0 BACKGROUND

USAID/West Africa is a regional operating unit of the United States Agency for International Development (USAID), responsible for managing development programs that cover 21 countries, seven of which have bilateral USAID missions. The USAID/West Africa Regional Agriculture Office is responsible to manage the cross-cutting Feed the Future initiative in West Africa. It contributes to the overall economic growth Development Objective of "Advancing Economic Growth and Resilience through African Partners" under the newly designed Draft Regional Cooperation Development Strategy and to the Feed the Future Strategy for West Africa.

With more than 300 million inhabitants, the West Africa region ranks as the poorest with the lowest level of human capital development, and the highest in population growth, and maternal and child mortality. Most institutions have limited absorptive capacity.

Inter-governmental and national partners are limited by weak regional and national systems and inadequate financial support. The agriculture sector is critical to job creation and sustained economic growth in West Africa. The ECOWAS Policy for Agriculture (ECOWAP), together with its associated implementation plan, the Regional Agriculture Investment Plan (RAIP), guides the investments under the Comprehensive African Agriculture Development Program for the region, and provides an overarching framework for policies and programs to increase agriculture-based economic growth and food security in West Africa.

West Africa's lack of robust intra-regional trade exacerbates food insecurity, pushes vulnerable populations into reoccurring crises, and aggravates already low malnutrition rates among rural poor and newly urban populations. Improvements in regional and national level policies will lead to expanded trade and access to new markets, stronger resilience to man-made and natural disasters among vulnerable populations, and increased availability and access to nutritious foods. West Africa's farmers and traders operate in local marketplaces and fail to penetrate the larger swaths of purchasing power residing in domestic, regional, and internal markets. Improved trade facilitation and lowering barriers to engaging those marketplaces to open opportunities capturing higher earnings.

A number of regional institutions in West Africa continue to play vital roles in addressing the region's development challenges. Inter-governmental regional organizations have strong political mandates, commitment and support from national governments. Key regional organizations in West Africa include: the Economic Community of West African States (ECOWAS); the Permanent Intergovernmental Committee for Drought Control in the Sahel (CILSS); the West and Central Africa Council for Agricultural Research and Development (CORAF/WECARD); and the West African Economic and Monetary Union (UEMOA). ECOWAS has made great strides in developing important regional policies and initiatives such as the Zero Hunger Initiative, the Rice Self-Sufficiency Policy, the Fertilizer Regulations, the Trade Liberalization Scheme, and the Nutrition Fortification standards. Private sector engagement in policy development, creation, and implementation is critical. In many cases, drives toward making achieving sustainable integration of regional policies at the country level have not included private sector entities.

2.0 BASIC FUNCTION OF POSITION

Given the importance of regional policy harmonization and the complexity of the pathways to enable implementation of regional policies at national level, USAID/West Africa plans to engage the services of a Senior Regional Agricultural Policy Advisor.

The Senior Agriculture Policy Advisor will serve as the principle advisor to USAID/West Africa on agriculture and food security policy matters and will provide guidance and assistance to the Mission on how to more efficiently and effectively engage with and support West African partners, both regional organizations and private sector, to move regional level policies and initiatives through the full panoply of implementation stages through to country level implementation. This position is located in Regional Agriculture Office (RAO) for West Africa, in Accra Ghana, under the supervision of the Regional

Agriculture Office Director. The incumbent will provides leadership, technical assistance, and management capacity to the Regional Agriculture Office, as well as regional liaison and technical assistance to projects and programs in the entire Feed the Future portfolio. S/he is responsible for collaborating closely with USAID bilateral Missions, host-country governments, regional institutions (such as CILLS, UEMOA, ECOWAS), private sector, producer and trader organizations, and other donors in order to ensure that programs are aligning with African priorities and USG initiatives and earmarks.

The incumbent will strengthen the institutional capacities of key regional partner organizations, increase the sustainability of regional activities, and increase the internal capacity of the USAID/West Africa Agriculture Office and Economic Growth Team. Working with a team of other professionals in USAID/WA and partners, s/he will provide leadership and improve knowledge and skills in order to increase regional integration among ECOWAS and CILSS member countries and to remove the human and institutional capacity constraints that the region faces with respect to agriculture and food security programs. The incumbent will work with appropriate donor partners, and Intergovernmental Partners and USAID grantees to strengthen their planning, implementation, and monitoring skills, and serve as a resource for USAID and other partners.

The incumbent is responsible for maintaining long-term relationships with High Level Government Officials from Regional and National Government such as ECOWAS. The incumbent must use diplomacy when necessary to address difficult situations which could affect US Government interests. Current agriculture partners include a range of NGOs, research agencies, universities, private sector, national governments and regional interstate organizations, as well as other USG agencies (USDA, USFS, etc). The incumbent will work closely with a similar range of organizations and agencies, as well as host county government agencies throughout the region. This position thus requires both regional vision and engagement on key issues, as well as the ability to effectively manage multiple and complex institutional relationships across sectors.

3.0 MAJOR DUTIES AND RESPONSIBILITIES

Specific responsibilities for this USAID/WA-funded position shall include but not be limited to:

Technical Assistance (35%)

- Lead the USAID interaction with West African regional organizations and private sector on policies affecting food security and economic growth in West Africa. This may include agricultural trade policies, agricultural productivity, regional food reserves, resilience, regional information sharing, agricultural research, trade in agricultural products, etc. Travel extensively in the West Africa region to liaise with leaders of regional organizations, national governments and private sector organizations. Provide technical assistance as needed.

- Provide analysis and recommendations to address policy constraints and advise the Mission on options. Provide guidance on regional policies, information systems and data collection related to resilience, agriculture, land use change and economic considerations in West Africa. Advise the USAID/West Africa Regional Director, Office Chiefs and senior staff on new regional developments and policies related to Mission priorities.
- Assess the progress towards achievement of the CAADP /ECOWAP goals, at regional level and at national level throughout the region. Work to advance integration and harmonization of policies and systems throughout the West Africa region by developing methods to record and understand the various policies, procedures and systems that are in place to support agriculture development in the region.
- Foster the strengthening of regional organizations, networks, and civil society organizations; actively identify and develop opportunities for improved coordination with other major donors active in the region to leverage greater results of those other programs where possible. Serve as a liaison with national and regional authorities and organizations such as ECOWAS, other Missions, organizations, industry, the academic sector, and other donors on environmental issues.
- Promote USAID Forward and share lessons learned within the broader environment and development community, including public presentations and professional development opportunities related to the West African Region. Represent USAID/West Africa before other donors, USAID Missions and USG agencies and officials, including coordinating site visits with other USG officials. Organize and hold workshops and seminars with ECOWAS, USG, national governments, CILSS, WAEMU, CORAF and/or other donors and to present and discuss common approaches, get feedback, and to achieve buy-in. Act as contact point for USAID ECOWAS activities in West Africa and supervise agriculture office program assistant.
- Provide technical oversight, mentoring and training to junior officers within USAID/West Africa. Introduce junior staff to the functions and realities of regional systems and organizations in the region. Serve as mentor to advance the relationships of USAID staff with other regional organizations.

Regional Project Development and Management: (35%)

- Design/develop projects and instruments to further the Feed the Future agenda, the Agency resilience policy and other presidential initiatives for West Africa. Provide estimates of funding requirements for programs developed to advance economic

growth through regional integration, increase trade in agricultural products and improve agricultural productivity. Design/develop programs and options for deepening engagement of regional actors in climate smart agriculture.

- Serve as the COTR/AOTR for major agriculture and policy programs. This may include one or more USAID/WA or Washington-based implementing mechanisms. Participate in negotiations with regional institutions on Assistance Agreements, PIO Agreements and Grant Agreements, and assist in developing formal memoranda of understanding, PILs, and contracts and their modifications.
- Undertake program and budget monitoring to ensure that adequate resources are focused on this program component and undertake corrective action as need; Provide monitoring oversight and technical assistance for activities funded by USAID/West Africa and jointly with other partners and grantees. Monitoring responsibilities will involve substantial regional travel; Provide advice and assistance in evaluating the impact of USAID-funded activities in achieving USAID/USG objectives
- Provide input into and assure that all USAID reporting requirements on sustainability and impact (direct and indirect) are met and, where necessary, assist implementing partners in setting up reporting and tracking systems to provide such information in an efficient and timely manner. Review and analyze data and information on human resources and institutional strengthening, as well as closely monitor all contracted capacity building activities under the USAID/West Africa regional agriculture program as a basis for providing up-to-date information on impact and capacity building. Monitoring and evaluation responsibilities will include travel in the region to observe and report on program-funded partner interventions.
- Involve junior USAID staff in the planning and management of regional programs so as to increase their familiarity with the programs of regional institutions. Provide opportunities for USAIS/WA staff to engage with and become known to key staff at regional institutions.

Management of USAID and Partner Relationships (20%)

- In collaboration with USAID senior management, engage donors, NGO and other regional networks and public sector organizations to increase advocacy and leverage resources for agriculture and economic growth in the region;
- Manage the inter-relationships among USAID/WA regional partners. Serve as a liaison between USAID/West Africa Regional Agriculture Office and ECOWAS as well as client missions, including those countries that do not have a USAID office. Present

Regional Agriculture and Economic Growth activities and strategies to US Embassy staff and coordinate to ensure that the Embassy is aware of USG funded activities;

- Represent the Regional Agriculture Office in high level forums and with high level government officials, as well as in meetings with regional institutions, including CILSS, UEMOA, CORAF and ECOWAS. Coordinate activities with other regional stakeholders, as well as with multilateral agencies such as World Bank and African Development Bank and with CGIARs.
- Take an active role in supervising junior USAID staff to introduce and better link them to the systems of ECOWAS, CILSS, CORAF and UEMOA. Help build a close relationship between USAID/West Africa and the regional organizations in the region. Introduce and mentor junior officers on the regional systems to increase their knowledge of the various roles in advancing economic growth and resilience in West Africa and to increase their familiarity with and ease of access to regional organization staff and meetings.

Communication and Administration (10%)

- The Senior Agriculture Policy Advisor will participate fully as a member of the Regional Agriculture Office in support of the current USAID/West Agriculture portfolio. This includes contributing to team meetings, carrying out activities related to agricultural productivity, value chain development, agriculture policy, resilience, climate smart agriculture, reducing barriers to regional trade in staple foods and agricultural commodities, among other activities, as well as performing administrative activities including budgeting, accruals and monitoring and evaluation.
- Analyze data, prepare reports and perform office functions in support of the program; Respond to requests from other USAID offices, including requests for information from USAID/Washington; Draft materials for use in USAID communication relating to agriculture, food security and resilience-- this includes speeches, press releases, Ambassadorial memos, briefing papers, etc.; Write reports for submission to Washington
- Coordinate with the USAID/Washington Africa Bureau, Bureau of Food Security and other USAID/West Africa Mission teams regarding Feed the Future and other agriculture and/or food security initiatives, resilience, program plans, implementation, monitoring and evaluation as well as preparation of background materials.
- Participate in USAID/WA regional agriculture and economic growth officers meetings with other USAID Missions and /or with Washington to review progress in

program implementation and seek technical guidance from officers in the region; Maintain and manage technical issues on sustainability and capacity development initiatives in with USAID/W to ensure that the regional program is using state-of-art practices.

SUPERVISION/OVERSIGHT OVER OTHERS:

This position will directly supervise one Foreign Service National. Additional supervisory responsibilities may be assigned. He/she will also be expected to mentor USAID Officers and to introduce them to the regional partners and organizations. As a mentor to US/FSN and or other TCN staff, the Advisor will be expected to ensure that junior staff join in travel, and participate in meetings and/or official functions of regional organizations, in order to pass on his/her considerable knowledge and expertise on the region.

In addition to the aforementioned responsibilities, the incumbent will perform other duties as assigned.

This position requires an estimated 30-40% travel within the region.

4.0 OTHER SIGNIFICANT FACTORS:

a. Supervision and Administrative Direction:

The Regional Agriculture Director, USAID/West Africa will provide supervisory direction, and set the overall assignment objectives in broad terms that define program emphasis and resources available. The Senior Regional Agriculture Policy Adviser consults the Regional Economic Growth Office in developing the deadlines, projects, and work to be done. The advisor keeps the Regional Agriculture Director informed of progress, potentially controversial matters, and problems with far-reaching implications.

Completed work is considered technically authoritative and is normally accepted without significant change. Review is normally limited to fulfillment of program objectives, and the effect of work on the overall program.

The TCN is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the TCN will be cleared by the Office Director and the Agreement/Contract Officer in charge of the subject procurement.

Overall management of the economic growth portfolio is done collaboratively in a team environment, with the TCN participating fully in the process. Specific work plans and anticipated results are developed in consultation with the economic growth (EG) team. The TCN works independently, providing leadership to others involved in the management of the agriculture portfolio, and in the development, design and

implementation of the new agriculture projects and programs. The work is reviewed in terms of achievement of established milestones, and the appropriateness of program/project activity focus.

b. Guidelines:

The incumbent must become familiar with USAID assistance management regulations. S/he will need to apply these regulations and understand when guidance or approval should be requested from the Regional Acquisition and Assistance Office. While some of the knowledge, methods, and techniques from the health technical field are established and commonly accepted, other guidance may be vague, controversial, conflicting, or absent, especially with respect to management of a regional health program. Where there is no guidance available, the incumbent is required to interpret and make decisions based on sound judgment and strong decision making, as well as effective interpretation of any guidance that is available. While the Office Director may provide some input, the incumbent is expected to apply guidelines and act independently. Some situations will require interpretation and deviation from existing guides. Training in USAID policy, rules and regulations, and in special program areas related to assigned duties to be provided when available. The Senior Agricultural Policy Advisor uses judgment and ingenuity in determining the intent of, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside USAID (e.g., technical experts, Mission staffs, US Embassy officials, and government officials). At this level, The Senior Agricultural Policy Advisor is recognized as a technical authority in agriculture planning with responsibility for the development of policies and guidance for use by technical specialists, other agriculture professionals and others.

c. Complexity:

The work, the majority self-generated, is characterized by broad and intensive efforts involving a variety of complex economic projects or problems where the controlling economic theory and practices are largely undefined, or where the economic methods and practices are extensively affected by fluctuating conditions. The Senior Agricultural Policy Advisor serves as the designated authority over policy planning and related studies and activities that involve a full range of situations, requiring the development of new or refined methods. Decisions regarding what needs to be done are complicated by the complexity of the West Africa Region.

d. Scope and Effect:

The Senior Agricultural Policy Advisor provides the leadership and direction for planning major regional programs and interventions, to gather, analyze, and interpret information on West Africa's progress in achieving food security, in understanding regional policies and/or practices that may have significant impact on the economic well-being of West Africans and to furnish planning advice and counsel on important decisions that impact the planning and execution of USAID and USG agriculture strategy .

The work affects the consideration of major aspects of USAID and USG agriculture programs/projects; the Regional Organizations, NGOs/PVOs, IPs, government personnel from the countries in West Africa; important Mission and Regional Office goals and programs; and/or, the well-being of substantial numbers of people. Recommendations could result in official USAID and USG positions, or affect substantial program resources.

e. Personal Contacts:

The persons contacted include high-ranking officials from outside USAID, including government officials of Secretarial rank, Ministers, Economic Community Commissioners and high-level politicians in highly unstructured settings. Contacts include high-ranking officials of other donor countries and multilateral organizations, both within West Africa and at international meetings. Typical of contacts at this level are those with high-level representatives of other countries, presidents or CEOs of large national or international firms, USAID Mission Directors and Ambassadors in countries throughout the region, Executive Secretaries of Regional Organizations, national and provincial ministries and offices, commercial and investment banks, etc.

f. Purpose of Contacts:

The purpose of contacts is advance matters involving far-reaching agriculture and economic growth policy and use, often in situations where the people have diverse viewpoints, goals, or objectives – requiring the Senior Agricultural Policy Advisor to achieve a common understanding of the problem, and achieve satisfactory solutions and plans. Typical of such contacts is negotiating important milestones or timetables for financing and development plans; negotiating monitoring and evaluation planning; influencing change in policies and/or systems; representing the Mission and building Mission relationships with high level regional entities, governments, civil society and private sector organizations; justifying the feasibility and desirability of plans or proposals that significantly affect West African practices; etc.

g. Physical Demands and Work Conditions:

The primary location of the work will be at USAID/West Africa, with frequent travel involved in many or all of the 21 countries represented by the Mission. Work in the office is expected to be mostly sedentary. Secondary locations will include Offices of Regional Organizations, such as ECOWAS, CILSS, UEMOA, CORAF, Implementing Partner offices and field offices, the location of program beneficiaries in rural and in urban areas, government departments and offices, the offices of bilateral and multilateral donors and NGOs, and attendance at international conferences and trainings. The TCN may occasionally face challenging living and working conditions while in travel status. Tropical diseases, such as malaria, are a constant threat. The TCN will also face a heavy workload, and frequent regional travel is a requirement of the position.

5.0 OTHER

This is a senior USAID West Africa position which requires independence and vision to contribute to a major, high profile portfolio of projects/programs that respond to the mandates and policy needs of key regional organizations, while contributing to USAID priorities and contributing to the goals of presidential initiatives, such as Feed the Future. The successful candidate possesses superlative technical and diplomatic skills in policy, with understanding of its importance to agriculture, food security and economic growth in West Africa. The TCN will understand USG program management, demonstrated by over 15 years of experience designing and implementing agriculture and development programs in West Africa. The candidate must understand the needs of the Mission and the Economic Growth Office and to act as a professional in mentoring and supervising Foreign Service National staff.

6.0 QUALIFICATION AND SELECTION CRITERIA

- **MINIMUM QUALIFICATIONS:**

The geographical and technical scope of the office is complex and requires a senior-level manager with strong experience in institutional development, agriculture/natural resources, human resource management and training, and other areas. The minimum qualifications listed below determine basic eligibility for the position. Applicants that do not meet all of the minimum qualifications listed below are considered NOT qualified for the position. These constitute the evaluation criteria:

- a. Education:**

- A Master's Degree from an accredited institution in agriculture, agricultural policy, agriculture economics, natural resource management or similar discipline is required. Formal training in program management required.

- b. Technical Knowledge:**

- In-depth knowledge of development, particularly agriculture programs, policy and natural resource principles is required. Knowledge of West African regional institutions as well as familiarity with and sensitivity to socio-cultural factors affecting development in the region is required. Skill in conceptualizing programs, policies and plans, and developing strategies for their management and implementation, including financial and human resources. Proven skills in project management, including skills in working effectively with agriculture personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.

- c. Work Experience:**

- A minimum of fifteen years of progressive responsibilities in managing or implementing regional programs is required. Preferences are given to those who

have worked with agriculture programs in the West Africa region. At least ten years work experience with bilateral and multilateral donors such as USG, UN agencies, public sector and/or NGO entities is required. Prior experience with one of the major West African Regional inter-governmental institutions is preferred.

d. Communication Skills:

Good analytical skills and an ability to comprehend reports, analyze, and evaluate programs. Must also have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with counterparts and other donors, implementing partner chiefs-of party and technical staff is required.

e. Language:

Must be bilingual in French and English; must be able to communicate in both languages and participate in meetings and give presentations in either language; should be able to read complex technical documents in English and French. Knowledge of a third ECOWAS language, i.e., Portuguese would be an added benefit.

• **EVALUATION/SELECTION CRITERIA**

a. Education: (10%)

A Master's Degree from an accredited institution in agriculture, agricultural policy, agriculture economics, natural resource management or similar discipline is required. Formal training in program management experience required.

b. Technical Knowledge and Skills (40%)

In-depth knowledge of development, particularly agriculture programs, policy and natural resource principles is required. In-depth knowledge of West African regional institutions as well as familiarity with and sensitivity to socio-cultural factors affecting development in the region is required. Skill in conceptualizing programs, policies and plans, and developing strategies for their management and implementation, including financial and human resources. Proven skills in project management, including skills in working effectively with agriculture personnel of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing, administration, and management.

- Have skills in conceptualizing programs, policies and plans and developing strategies for their management and implementation, including financial and human resources.
- Have proven skills in project management, including skills in working effectively with individuals of diverse cultural backgrounds, negotiating agreements on matters of program strategy and performance, writing,

administration, and management.

- Demonstrate excellent interpersonal communication and team-work skills, and ability to act independently or as a member of a diverse team with common objectives including a demonstrated ability to facilitate discussions among diverse stakeholders. Incumbent must show a high degree of diplomacy and tact, and be able to present effective arguments policy or technical issues to diverse audiences.
- Have the ability to establish and maintain professional and effective contacts with counterparts and other donors, client missions, regional institutions, implementing partner chiefs-of party and technical staff is required.
- Demonstrated ability to communicate effectively with Mission Directors, Ambassadors and other Embassy personnel, multilateral agencies, and other stakeholders. Demonstrate excellent computer skills, with high proficiency in Word and Excel at a minimum, as well as ability to develop technical and policy reports and analysis, presentations, and proposals independently. Good analytical skills and an ability to comprehend reports, analyze, and evaluate programs.
- Must also have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with counterparts and other donors, implementing partner chiefs-of party and technical staff is required.

c. Work Experience: (40%)

A minimum of fifteen years of progressive responsibilities in managing or implementing regional programs is required. Preferences are given to those who have worked with regional agriculture/natural resources programs in the West Africa region. At least ten years work experience with bilateral and/or multilateral donors such as USG organization, UN agencies, public sector and/or NGO entities is required. Prior leadership experience with one of the major West African Regional inter-governmental institutions is highly preferred.

d. Language: (10%)

Must be fluent in French and English; French at minimum 3/3 level required; must be able to communicate in both languages and participate in meetings and give presentations in either language; should be able to read complex technical documents in English and French. Knowledge of a third ECOWAS language, i.e. Portuguese would be an added benefit.

Past Performance/Professional Reference Checks

Interested applicants are advised that USAID/West Africa will conduct reference checks and request input from past employers concerning applicants' past work performance, technical knowledge, required skills, including teamwork and team-building experience.

Those applicants determined to be competitively ranked may also be evaluated on interview performance. These interviews may be conducted by telephone. USAID/West Africa may also require a written test and/or writing samples.

7.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit:

- Fully completed and hand-signed copy of an Application for Federal employment (SF-171) or an Optional Application for Federal Employment Form (OF-612), forms are available at <http://www.usaid.gov/forms/>.
- Cover letter and a current resume/curriculum vita (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria.
- A minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge and suitability for this position. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
- Date of availability to begin assignment in Accra, Ghana.

8.0 LIST OF REQUIRED FORMS FOR PSCS:

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

1. Standard Form 171 or Optional Form 612.
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.

9.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance. Please refer to the USAID website: <http://www.usaid.gov/work-usaid/aapds-cibs-to-locate-relevant-AAPDs>.

10.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a TCN-PSC is normally authorized the benefits and allowances as per Mission Order and AIDAR Appendix J. AIDAR Appendix J can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>.

BENEFITS:

- Contribution toward Health & Life Insurance
- Pay Comparability Adjustment
- Eligibility for Worker's Compensation
- Annual & Sick Leave

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).

TCN positions in Ghana are not covered by the ICASS service provider/USG housing pool system. Therefore, in lieu of government provided housing TCNPSCs are eligible for a housing allowance. TCNPSCs will be allowed an amount for rent equal to the post rental ceiling set by Overseas Building Operations. Other allowances in support of housing costs include a furniture and appliances allowance; a generator allowance; and a residential expenses allowance. Full details are available upon request. Shipment of a POV however is not covered under the contract.

Approval/Clearance Page for Solicitation # 624-14-010 – TCNPSC Senior Agric. Policy Adv.

Clearance:

RAO: _____

Date: _____

REXO: _____

Date: _____

DMD: _____

Date: _____

Approved by:

Alexandre Deprez
Regional Mission Director