



USAID | GHANA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: February 7, 2014

CLOSING DATE: February 20, 2014 17:00Hours, Ghana local time

**SUBJECT: SOLICITATION No. 641-14-001: PROGRAM COORDINATOR
RESIDENT HIRE U.S.PERSONAL SERVICES CONTRACTOR
USAID/GHANA**

Ladies/Gentlemen:

The United States Government, represented by the United States Agency for International Development/Ghana (USAID/Ghana), is seeking applications from qualified U.S. citizens currently residing in Ghana 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 Program Coordinator 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**

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 be not accepted and will be handled in accordance with Federal Acquisition Regulations (FAR) 52.215.1.

USAID/Ghana 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.

Sincerely,

Courtney Ives
Supervisory Executive Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-21-741-200
Fax: 233-21-741-365

SOLICITATION NUMBER: 641-14-001

ISSUANCE DATE: February 7, 2014

CLOSING DATE/TIME: February 20, 2014 AT 17:00 Hours, Ghana Time

POSITION TITLE: Program Coordinator

MARKET VALUE: (\$85,544 -\$111,203) 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.**

AREA OF CONSIDERATION: Open to all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

PERIOD OF PERFORMANCE: Two (2) years with an option to extend. Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana with significant travel expected to the North of 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.

1.0 INTRODUCTION:

Ghana is a focus country of the U.S. Government's Feed the Future (FTF) Initiative, which aims to address the causes of hunger that limit the potential of millions of people, and establish a foundation for change by aligning USG resources with country-owned processes and multi-stakeholder partnerships. In support of Millennium Development Goal 1 (MDG 1) to reduce global hunger and poverty, FTF consists of two high-level objectives to accelerate inclusive agricultural growth and improve nutritional status. Although Ghana is on track to be the first sub-Saharan African country to meet MDG 1 targets, concerted efforts are needed to address regional disparities and ensure equitable growth. The three northern Regions (Northern, Upper West, and Upper East) continue to bear a disproportionate burden of food insecurity, poverty, and under-nutrition.

The Administrator of USAID is the Coordinator of Feed the Future and reports to the Secretary of State. FTF is implemented by a number of U.S. Government Agencies including: United States Department of Agriculture (USDA), Millennium Challenge Corporation (MCC), Peace Corps, Department of State, and Foreign Agriculture Service. In Ghana, USAID leads the whole-of-government approach and actively coordinates with other implementing agencies. Within USAID, Feed the Future is an initiative that is collaborative between the Offices of Economic Growth and Health. Whilst Economic Growth plays a lead role in the majority of agriculture and growth activities, the Health team is largely responsible for the oversight of activities that bridge smaller scale economic growth and nutritional outcomes.

2.0 BACKGROUND

In aggregate, Ghana is considered to be generally food secure, with only 5 percent of the population deemed food insecure and another 9 percent vulnerable to food insecurity. However, this nationwide perspective masks important regional dynamics and disparities. Persistent food insecurity is concentrated in the poorest areas of the country. As illustrated in Table 1 and Table 2, the rural northern regions have the highest rates of food insecurity in the country – as much as seven times the national average. A third (34 percent) of the population in Upper West region is food insecure followed by 15 percent of Upper East region and 10 percent of Northern Region¹. This means that about 453,000 people are food insecure in the northern region of Ghana, more than the rest of the rural areas nationwide combined. By contrast, the lowest prevalence of food insecurity occurs in Accra (2 percent) and the rural areas in Greater Accra (1 percent) and Western region (1 percent).

The World Food Program's 2009 Comprehensive Food Security and Vulnerability Analysis (CFSVA) found persistent food insecurity concentrated in the poorest regions of Ghana – Northern, Upper West, and Upper East² (Figure 2). Further, regional disparity is a key characteristic of poverty trends in Ghana. A recently released World Bank report found that between 1992 and 2006, the number of the poor declined by 2.5 million in the south and increased by 0.9 million in the north³.

The 2008 Demographic and Health Survey (DHS) found greater rates of under nutrition in these areas as well. In the northern Region, one in three children is stunted (32%) and wasting is a serious public health concern with rates creeping toward the emergency threshold level of 15%⁴. Wasting among young children is a result of failure to receive adequate nutrition during a specific period and is likely a consequence of recent illness or of seasonal variations in food availability⁵. Furthermore, the most severe micronutrient

deficiency among Ghanaian mothers and children is iron deficiency, with 81% of children under five in northern Region burdened by anemia. In addition to impairing mental and physical development of children, anemia is also particularly serious for pregnant women, since it can contribute to premature delivery and low birth weight.

3.0 BASIC FUNCTIONS

Reaching the Feed the Future targets in Ghana requires strong leadership skills and dynamic coordination. As described above, the Health, Population, and Nutrition team will be implementing an innovative program, under the auspices of FTF that aims to link improved nutritional outcomes with improved resiliency. The project, Resiliency in Northern Ghana (RING) will require substantial technical inputs and oversight from both health and agriculture teams, as well as support from multiple offices such as the Democracy and Governance Office, the Financial Management Office, the Acquisition and Assistance Office, and the Program Coordination and Development Office. The USAID Program Coordinator, based in Accra, will be chiefly responsible for ensuring seamless coordination and negotiation with District Assemblies as it relates to RING.

Principal roles, Responsibilities and duties:

The USAID Program Coordinator, based in Accra with significant travel expected to the North of Ghana, will have responsibilities across a range of areas including to:

- Represent the USAID RING project to Ghanaian officials
 - Actively foster and facilitate USG interagency collaboration and cooperation;
 - Liaise with the RCC, the Regional Program Coordination Unit (RPCU), District Assemblies, and sub-districts to promote maximum collaboration between the host Government and USAID;
 - Support representational activities by the following illustrative examples:
 - With agency input, prepare speeches for delivery by other representational officials and draft requested background materials for public as well as sensitive diplomatic events;
 - With agency input, preparing written materials in collaboration with the Public Affairs Office (PAO), including press releases and Op-Ed materials for local and international media;
 - With agency input, support Congressional visits and the visits of other international dignitaries; and
 - Represent USAID at official meetings, as designated.
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Principal Duties:

- Lead collaborative work plan development with District Assemblies as it relates to RING;
- Monitor and report on the implementation of the direct agreements with the government;
- Manage operational and strategic planning processes to ensure development of a balanced and transparent RING program in the respective host country;
- Facilitate and ensure timely financial and programmatic reporting by all participating agencies and implementing partners;
- Work closely with the HPNO team to coordinate and report program results as well as to conduct strategic exercises to evaluate program progress and success, and to maintain a calendar of important benchmarks to ensure the program is on schedule;
- Coordinate technical assistance visits (TDYs);
- Support efforts by USAID, as set forth in USAID Forward, to support the usage of host country systems to the maximum extent possible
- Prepare and disseminate periodic internal and external updates/status reports on the implementation of RING. Internal audiences shall be limited to USG participants. External audiences shall include host country Government partners and stakeholders, non-governmental implementing partners, and less frequently the host country's media and the general public.

4.0 MINIMUM QUALIFICATIONS:

To be considered, the applicant must have:

- A Master's degree in public sector administration, international development, law, or other relevant training. A total of five years of experience in international development programming, bilateral assistance projects, and/or implementation.

Or

- A Bachelor's degree in public sector administration, international development, law or other relevant training A total of seven years of experience in international development programming, bilateral assistance projects and/or implementation.
- Excellent written and oral English communication skills.
- Demonstrated ability to develop and coordinate implementation of detailed work plans/timelines for major time-sensitive and complex work projects that are dependent on contributions from multiple US government agencies and dozens of individuals.

Personal Attributes:

The successful candidate will have:

- Demonstrated negotiation and representational skills with host country civil society and elected officials;
- Demonstrated experience in operating effectively in cross-cultural environments and working within interagency settings;
- Demonstrated teamwork and leadership skills;
- Demonstrated ability to communicate technical information clearly and effectively to both technical and non-technical colleagues;
- Demonstrated ability to communicate and collaborate effectively with multiple partners;
- Familiarity with USAID and/or USG systems and implementation mechanisms;
- Demonstrated high degree of sound judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints; and
- Strong conceptual, analytical, and reasoning skills.
- Significant experience working directly for one or more of the United States government agencies responsible for implementing Feed the Future is preferable.
- Available and willing to work outside the regular 40-hour workweek when required/necessary; and
- Willing to travel to work sites and other offices as/when requested.

5.0 SELECTION CRITERIA

Applicants meeting the required qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks.

ABILITIES AND SKILLS (50 points):

- Excellent negotiation, representational, management, coordination, interpersonal and teamwork skills.
- Demonstrated judgment, maturity, ingenuity and originality to interpret technical and political opportunities and constraints.
- Strong quantitative and analytical skills, verbal skills and ability to communicate technical information clearly and effectively to both technical and non-technical colleagues.
- Familiarity with USAID and/or USG systems and implementation mechanisms.
- Experience in operating effectively in cross-cultural environment and working with host country government counterparts.

WORK EXPERIENCE (30 points):

- Minimum of five years' experience in international development, including overseeing implementation of U.S. development assistance programs.
- Minimum of three years' experience working in technical oversight, design and implementation of programs in developing countries. Prior work with high profile programs is preferred.

EDUCATION (20 points):

- Advanced degree(s) in public sector administration, international development, law, or other relevant training in democracy and governance.

6.0 OTHER SIGNIFICANT FACTORS

Available Guidelines: The incumbent is required to understand Mission and Agency-specific policies and procedures which govern project activity management. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines and policies which affect overall Feed the Future initiative and keep abreast of evolving developments on food security, resiliency, and nutrition issues in the Northern Region of Ghana. The incumbent will make recommendations and play an active role in determining final decisions. The incumbent will be the principle lead in working with District Assemblies to establish a singular work plan within the fields of agriculture and nutrition, with an estimated yearly budget of over two million U.S. Dollars. Finally, the U.S. investments will be made entirely through Government-to Government partnerships, which will require skilled negotiation and fine-tuned diplomacy in communicating the decisions that have been made.

Supervision: The incumbent will represent the USAID Ghana at large in sensitively and collaboratively managing the complex processes associated with planning for, implementing, and monitoring the results of RING. The incumbent will represent USAID to the Regional Minister for Northern Region and approximately four to six District Assemblies, including the District Chief Executive and District Directors for Health and Agriculture on behalf of the HPNO team as it relates to RING. Further, the incumbent will be the first line of contact for the RING project as it relates to Government to Government implementation but will also explore manners in which to partner with the private sector. The incumbent will be supervised by the Deputy Office Director of the Health, Population, and Nutrition Office.

Exercise of Judgment: In instances not clearly covered by written guidelines, the incumbent will use her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID Ghana and representatives from donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution.

Authority to Make Commitments: The incumbent will have no independent authority to commit U.S. Government (USG) funds on behalf of the U.S. Government.

Nature, Level and Purpose of Contacts: The incumbent will be required to maintain solid working relationships with USAID Ghana, including at least two technical offices, the Regional Minister of the Northern Region and his Regional Program Coordination Unit, and other partners and donors as appropriate to function effectively. The incumbent will be required to work closely with USAID/W and USAID/Ghana, foundations, NGOs, other foreign donor institutions (i.e. CIDA, UNICEF, WFP, etc.) and other local and international groups.

7.0 INSTRUCTIONS TO APPLICANTS:

Interested individuals are required to submit the following:

- 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.
- Applicants must provide 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 of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

All applications and OF612/SF171 forms submitted must be signed. Incomplete and Unsigned applications will not be considered.

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.

Forms outlined below can be found at:

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

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. Foreign Activity Data (AID 6-85). *
5. Finger Print Cards (SF-87). *
6. E-QIPS Signature Forms.*
7. Notice Required By Privacy Act (AID 500-5).*
8. Fair Credit Reporting Act (AID 500-4).*

* Forms 2 through 8 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

8.0 ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs.

9.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a resident –hire USPSC is normally authorized the following benefits:

BENEFITS:

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

FEDERAL TAXES: USPSCs are not exempt from payment of Federal and State Income Taxes.

END OF SOLICITATION