



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: September 15, 2014

CLOSING DATE: September 26, 2014 12:30 Hours, Ghana local time

SUBJECT: SOLICITATION No. 624-14-016: RESIDENT HIRE U.S. PERSONAL SERVICES CONTRACTOR SENIOR PROGRAM MANAGEMENT SPECIALIST, COUNTERING VIOLENT EXTREMISM, (SPMS) CVE

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 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 Senior Program Management Specialist, (SPMS) CVE 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. **FORM OF612 must be signed. (On either of these forms, please provide only the last four digits of your SSN. 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 Vida Aggrey at vaggrey@usaid.gov or the undersigned at jascott@usaid.gov.

Sincerely,

Janine Scott
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: 624-14-016

ISSUANCE DATE: September 15, 2014

CLOSING DATE/TIME: September 26, 2014 AT 12:30 Hours Ghana Time

POSITION TITLE: Senior Program Management Specialist, (SPMS) CVE

MARKET VALUE: (\$72,391 -\$94,108) the market value for this position is equivalent to GS-13 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 an option to extend. Extensions will be contingent on satisfactory performance, continued need for services and availability of funds.

PLACE OF PERFORMANCE: Accra, Ghana

SECURITY ACCESS: The final selected candidates must obtain a Secret level of security clearance 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 all U.S. citizens currently residing in Ghana. Proof of residency must be provided with application. Citizenship, if dual, must be clearly stated.

1.0 BACKGROUND

USAID/West Africa is a regional mission with development assistance activities in 19 countries. The Mission is located in Accra, Ghana. The USAID/West Africa's regional democracy, governance, and human rights (DRG) and countering violent extremism (CVE) activities are managed from the Regional Peace and Governance Office.

USAID/West Africa implements the majority of the USAID portion of the multi-agency (USAID, State and Department of Defense) Trans-Sahara Counterterrorism Partnership (TSCTP). This strategic partnership represents the U.S. government's single, largest effort to assist potentially vulnerable regional and national actors to constrict the tactical and strategic operating environment of terrorists in the West Africa sub-region.

The Regional Peace and Governance Office's CVE work spans the region and addresses threats from various extremist groups, Al-Qaeda in the Islamic Maghreb and Boko Haram being examples. Funding for these efforts, from TSCTP and other sources, averages approximately \$15 million a year. RPGO endeavors to countering violent extremism through programming focused on youth engagement, good governance, media outreach, and community development.

2.0 BASIC FUNCTIONS OF THE POSITION

The SPMS is a senior-level specialist on CVE issues charged with managing the design, implementation, and monitoring of regional and relevant bi-lateral CVE activities in West Africa. The SPMS plays a significant role in donor coordination, report writing, management of CVE resources, and working with implementing partners.

In this context, the SPMS will provide technical oversight on CVE regional projects and bi-lateral activities in USAID limited-presence and non-presence countries. In addition, the SPMS will serve as an Agreement/Contracting Officer's Representative (AOR/COR), directly responsible for supporting the management of CVE projects with an estimated total annual budget of \$5-10 million. The SPMS will occasionally represent USAID and/or the U.S. government (USG) at international meetings and conferences and serve as liaison with host-country officials and regional institutions' representatives in the region, such as the Economic Community of West African States (ECOWAS).

This position requires exercise of individual judgment in interpreting CVE priorities, managing resources, implementing programs, and coordinating relations with high-level representatives inside and outside of the USG. The CVE issues that the SPMS will be dealing with are among the top priorities of USG foreign policy in West Africa and the USAID/West Africa regional mission. The environment is highly complex and frequently unpredictable, and the SPMS must be flexible and able to provide advice CVE approaches and activities. The position includes a broad range of complex managerial, analytical, and communication responsibilities, including providing direction for the achievement of USAID's CVE objectives in West Africa.

3.0 MAJOR DUTIES AND RESPONSIBILITIES:

PROGRAM DEVELOPMENT AND MANAGEMENT (65%)

- a. Manage the implementation and administration of substantial USAID/West Africa CVE projects as an AOR/COR.
- b. Manage the formal review and approval process for annual work plans and planned activities of implementing partner(s) ensuring that implementation remains on track and in support of USAIDs goals and objectives.
- c. Engage with project beneficiaries and perform regular site visits to projects under his/her purview in coordination with in-country USAID staff, the US Embassy, and the US Military, as needed.

- d. Maintain and report budget information on the status of obligations, expenditures, pipelines, accruals, and resource requirements pertaining to CVE programs under his/her purview.
- e. Develop terms of reference for special studies, evaluations, assessments and other reviews that may be necessary to help identify implementation challenges and design new activities in support of the achievement of CVE in West Africa.
- f. Contribute to, and in some cases lead, the oversight and preparation of internal reporting requirements including program management reviews, annual reports, operational plans, semi-annual portfolio reviews as well as the development of implementation letters, cables, requests for technical changes in program implementation, project agreements, correspondence and other documentation as required.

STAKEHOLDER COORDINATION AND CUSTOMER RELATIONS (10%)

- a. Represent USAID and RPGO in meetings with internal and external stakeholders such as US Embassy representatives, US military officers, host-country government officials, regional inter-governmental organization officials, non-governmental organization representatives, and other donor representatives to coordinate CVE efforts and share information.
- b. Produce briefing papers and coordinate visits and other activities for internal visitors such as congressional delegations, senior-level USAID officials, etc.

KNOWLEDGE MANAGEMENT AND COMMUNICATIONS (15%)

- a. Provide analysis and research on topics of interest in support of the achievement of CVE goals and objectives for West Africa.
- b. Draft internal and external communications on CVE project efforts or topics of interest such as fact sheets, success stories, briefing papers, technical presentations, trends analysis.
- c. Collect, synthesize, and post relevant CVE information on the *CVE in West Africa* website maintained by RPGO.

OTHER DUTIES AS REQUIRED (10%)

Perform other duties as required—given the limited size of the Regional Peace and Governance Office all staff will from time to time perform other duties decided by the Office Director, including performing work in an “acting” capacity for a colleague who is traveling or on leave, assisting a colleague with an especially urgent task, or personally taking responsibility for a special project.

4.0 MINIMUM QUALIFICATION REQUIRED AND EVALUATION CRITERIA

EDUCATION (20 points)

A minimum of a Master's degree in Political Science, International Relations, International Development, Law, Business, Public Administration/Public Affairs, Economics or other social science discipline, Statistics or Journalism is required

TECHNICAL KNOWLEDGE (25 points)

Demonstrated knowledge of program principles, concepts, practices, methods, and techniques of development assistance in general and CVE or counterterrorism activities in particular, is required. Previous experience in working on countering violent extremism, counterterrorism, or a related field is required.

Demonstrated ability to serve as a program manager and conduct the full range of responsibilities effectively and in a timely manner is required. Demonstrated ability to organize and effectively plan work in advance, with limited supervision to ensure that programs and tasks do not falter due to lack of effective management and support is required.

The ability to obtain, evaluate and interpret data and prepare accurate, timely reports is necessary. The ability to identify problems affecting program activities, propose well-thought out strategies to resolve these problems, consult with senior management and field staff, and then implement final decisions and strategies and approaches is necessary.

WORK EXPERIENCE (25 points)

A minimum of five years of professional-level experience in CVE, counterterrorism or development-related activities or one of the areas listed above under Education. Experience working in, for or with international organizations is required.

COMMUNICATION/LANGUAGE SKILLS (15 points)

- Fluency in written and verbal English is required. Strong writing skills in English with the demonstrated ability to prepare succinct narrative reports, sometimes with short deadlines and with minimal supervision is required.
- Operational, managerial, and strong analytical and writing skills are necessary, specifically experience in the independent analysis, interpretation, and presentation of complex data in both oral and written form and in precise, accurate, clear and complete formats.
- Strong computer skills are essential in order to prepare effective, comprehensive reports and for daily work. Excellent knowledge of and experience with Microsoft Office Suite and Google Applications, as well as the ability to conduct Internet research and management of other Internet resources, is required.
- Ability to read, speak and write French is highly desirable, but not required and is considered an advantage for evaluation of candidates for the position.

INTERPERSONAL SKILLS (15 points)

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside USAID/West Africa, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment. Effective teamwork is an essential factor in successful day-to-day management and operations in USAID/West Africa.

5.0 OTHER SIGNIFICANT FACTORS:

A. AVAILABLE GUIDELINES: U.S. Government guidance includes laws, legislative initiatives, Congressional interests and concerns and USG policy guidelines are readily available. However, due to the fact that countering violent extremism is an emerging field of study and programming for U.S. assistance, guidelines are not always well-established and clear and frequently require interpretation to apply them to daily design, implementation, management and reporting on programs and activities. This is particularly important in the context of the TSCTP due to complex funding streams, political and other factors that often must be considered in planning and implementing activities.

B. SUPERVISORY CONTROLS

The Senior Project Management Specialist for CVE (SPMS) is expected to exercise independent judgment and initiative. Such initiative is critical to the success of the assignment; however, the actions and decisions of the SPMS will be in consultation with the Regional Peace and Governance Office Director. The SPMS will serve as a technical analyst and project manager for substantial USAID/West Africa countering violent extremism (CVE) activities throughout the region.

Overall management of the office is in a collaborative team environment, with the SPMS participating fully with the team. Specific work plans and anticipated results are developed in consultation with the RPGO Office Director. The SPMS performs assignments independently, providing technical guidance and oversight to others involved in the management of CVE activities in West Africa and in the development, design, and drafting of the acquisition and assistance instruments related to these types of activities for USAID/WA and all USAID limited-presence and non-presence country programs for which the mission is responsible. The work is reviewed in terms of achievement of established milestones, and the appropriateness of project activity focus.

C. SUPERVISION/OVERSIGHT OVER OTHERS

The SPMS will not directly supervise any staff members; however, s/he will oversee the work of one to three Activity Managers assigned to CVE programs under the SPMS' purview.

D. COMPLEXITY: The management environment in which the incumbent will operate is complex, with many donors, country interests and USG interests and requires a

professional with senior-level advisory, team-building and public diplomacy skills. Excellent, balanced judgment must be exercised in setting priorities. The position requires planning, follow-up/implementation and teamwork abilities. The incumbent will be expected to be highly productive and meet short deadlines. S/he must have the ability understand and operate in USAID's regulations regarding procurement, earmarking and other aspects of project implementation. This is particularly important in the context of the TSCTP where USG guidance includes laws, legislative initiatives, complex funding streams specific legislative guidance and other factors that often must be considered in planning and implementing support activities.

- E. SCOPE AND EFFECT:** The incumbent provides management, oversight and technical direction for development activities designed by USAID/West Africa for the TSCTP under the direction of the Regional Peace and Governance Office Director. The design and management of CVE activities requires high-level technical and organizational skills as they represent a complex array of projects and initiatives that require constant monitoring and high-level consultations with host country and Embassy officials in USAID non-presence countries, where the majority of these activities are conducted. TSCTP comprises approximately 75% of the SO Team's portfolio and funding. It is expected that CVE projects will take up approximately 90% of the incumbent's time. However, as necessary, s/he will be tasked to support implementation of other programs in RPGO, such as conflict prevention and governance. Successful work will have a significant impact on project beneficiaries and local communities. It will make a positive contribution to USG and relevant host governments' goals and objectives in counterterrorism.
- F. PERSONAL CONTACTS:** The incumbent maintains close contact with USAID Washington policy advisors, U.S. embassy personnel working on CVE and other related activities, Activity Managers in all countries where Mission CVE project activities are carried out, and other U.S. government TSCTP representatives. The incumbent will be required to develop and maintain contacts with relevant host-country government officials and in-country partner institutions (local, regional and international) assisting USAID with implementation of its TSCTP and related programs. Contacts will include US ambassadors, US embassy personnel, and Department of Defense liaison officials. Contacts may also include host-country ministry personnel and host-country local government officials, local civil society organizations and community-based organizations.
- G. LEVEL AND PURPOSE OF CONTACTS:** The purpose of contacts is to inform on or elicit information about CVE activities in order to perform project management actions and inform U.S. Government policy formulation and/or implementation. This may include information and communication to and with senior U.S. government representatives, host-country representatives, regional institution representatives and other donors. Contacts with the parties mentioned above will occur in both structured and unstructured settings. These contacts are necessary to influence and facilitate policy and/or project implementation. At the present time, relationships with the parties mentioned above are cordial and cooperative. The incumbent will not be authorized to make commitments or decisions on policy revisions.

The broad use of initiative, discretion and patience is expected from the SPMS in dealing with USAID personnel as well as representatives from other donor organizations and U.S. Embassies to resolve problems that arise during the course of work where there is often no clear or immediate solution. In addition, considerable judgment is required in working effectively and coordinating multi-sectorial efforts in support of USAID's development objectives and in collecting, analyzing and reporting on progress of activities and recommending project actions.

H. PHYSICAL DEMANDS/WORK ENVIRONMENT: Work is performed primarily in the USAID/WA office in Accra, Ghana but requires extensive travel (estimated 30%) throughout the West Africa, particularly TSTCP countries.

6. INSTRUCTIONS TO APPLICANTS

Interested applicants must submit: (i) his/her most current curriculum vitae (CV) or resume; (ii) signed SF 171 or OF 612; and (iii) three (3) to five (5) references, who are not family members or relatives, with working telephone and email contacts, and (iv) a written statement certifying the date and length of time for which the candidate is available for the position; 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.

7.0 MEDICAL AND SECURITY CLEARANCES

The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

Forms outlined below can 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 CONTRACT INFORMATION BULLETINS (CIBS) PERTAINING TO PSCS:

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/psc_sollicitations.html

9.0 BENEFITS/ALLOWANCES:

As a matter of policy, and as appropriate, a resident –hire PSC 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