



USAID | SENEGAL

FROM THE AMERICAN PEOPLE

RE-SOLICITATION NUMBER: 72068522R00005-0001
ISSUANCE DATE: June 15, 2022
CLOSING DATE/TIME: July 13, 2022 - 11:59 p.m. (GMT)

Re-advertised due to the amendment of the required security level.
Applications received in the first round are still in consideration.

SUBJECT: Re-solicitation for a Resident U.S. Personal Service Contractor (USPSC)
Program Manager in The Gambia

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from U.S. citizens qualified, to provide personal services under contract as described in this Re-solicitation.

Offers must be in accordance with **Attachment 1, Sections I through VIII** of this Re-solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This re-solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Steve Cowper
Executive Officer
USAID Senegal

I. GENERAL INFORMATION

- 1. **RE-SOLICITATION NUMBER:** 72068522R00005-0001
- 2. **ISSUANCE DATE:** June 15, 2022
- 3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 13, 2022- 11:59 p.m. (GMT)
- 4. **POINT OF CONTACT:** Recruitment team, usaiddakar-hr@usaid.gov
- 5. **POSITION TITLE:** Program Manager – The Gambia
- 6. **MARKET VALUE:** GS-13 (\$79,468 – \$103,309 per annum) *(Final compensation will be negotiated within the listed market value.)*
- 7. **PERIOD OF PERFORMANCE:** Immediate upon receipt of security/medical clearances. The base period will be for one year, estimated to start on o/a September 2022. Based on Agency need, the Contracting Officer may exercise additional option periods for four years for the dates estimated as follows:

Base Period:	o/a September 2022 to August 2023
Option Period 1:	o/a September 2023 to August 2024
Option Period 2:	o/a September 2024 to August 2025
Option Period 3:	o/a September 2025 to August 2026
Option Period 4:	o/a September 2026 to August 2027

- 8. **PLACE OF PERFORMANCE:** Banjul, Gambia with possible travel as stated in the Statement of Duties.
- 9. **ELIGIBLE OFFERORS:** All interested U.S. citizens residing in The Gambia

This vacancy is open to Resident-Hire U.S. Nationals (USNs) who are **currently residing in The Gambia and allowed to work legally in the country without needing a work permit.** The U.S Embassy Gambia is neither responsible for providing any support to get a work permit nor accepting the work permit guaranteed by a third party.

U.S. national means an individual who is a U.S. citizen or a non-U.S. citizen lawfully admitted for permanent residence in the United States.

Note: Physical presence in Gambia at the time of application is not a requirement however the selected candidate must reside in Gambia at the time of contract award.

- 10. **SECURITY LEVEL REQUIRED:** A secret level security clearance is required to perform the duties of this contract. Exceptionally, the Contractor could be hired with a Facility Access level. After the completion of the investigation, the Contracting Officer can rescind the contract if a Secret clearance is not granted.

11. STATEMENT OF DUTIES:

Introduction/Background

The USAID Senegal Regional Mission (USAID/Senegal) works in a regional capacity to support presence and non-presence countries (NPC) in West Africa. The Gambia is one such NPC. USAID signed a Development Assistance Objective Agreement with the Government of The Gambia on August 9, 2021. The agreement was the first bilateral agreement since the 1990s. The principal programmatic objective of the agreement is to enhance democracy, peace, and stability in The Gambia. More specifically, USAID and the Government of The Gambia will work towards strengthening the Gambian electoral system, citizen's political freedoms, civil society, and the justice system.

Past Programs

In December 2017, The Gambia regained its eligibility under the Africa Growth and Opportunity Act, which it had lost in 2015 due to human rights abuses and the deterioration of the rule of law. The country was also selected for a Millennium Challenge Corporation Threshold program to focus on reducing poverty through economic growth.

Within the first year of the Barrow administration (2017), USAID's former Democracy Conflict and Humanitarian Assistance (DCHA) Bureau launched five rapid response activities totaling \$1 million of pre-positioned funds using the former Democracy, Rights and Governance Center of Excellence-managed global funding mechanisms working closely with the US Embassy Banjul, the USAID Bureau for Africa, the State Department Africa Democracy, Human Rights, and Labor Affairs Bureaus, and the National Endowment for Democracy.

In March 2017, USAID sent a team to Banjul to meet with the new government and assess capacity needs. As a result, USAID provided assistance to the Office of the President to improve the capacity of senior staff to effectively manage the transition, strengthened electoral management for legislative elections, and is providing support for political parties to increase cohesion and constructively engage in reform and reconciliation.

In 2018, The Gambia joined the Addis Tax Initiative, which commits the Government of The Gambia to raise domestic public revenue and promote transparency, efficiency, and effectiveness of its tax system. An IMF-led assessment team, including a USAID-funded consultant, visited Banjul for a Tax Administration Diagnostic Assessment. Through the former E3 Bureau USAID also trained 62 Gambian Government officials while providing technical assistance to the government to develop a debt management strategy.

In 2020, \$15,000 in OHDACA (Overseas Humanitarian, Disaster, and Civic Aid) funds were secured to support the Government's COVID 19 response through the purchase of sanitation supplies for the Kanifing Municipal Council (KMC) to prevent spread of the virus.

Current Programs

USAID is currently implementing two democracy and governance activities in the Gambia. The first is the Good Governance Reform Activity. It is being implemented with the Consortium for Elections and Political Process Strengthening (CEPPS) over two years between 2019 and June 2022 with a budget of \$2.4 million. The second is the USAID Promoting Rights and Justice activity which was awarded in

June 2021. It is a new activity that will be implemented over the next five years with a budget of \$7.9 million.

USAID is also programming \$2 million in American Rescue Plan Act (ARPA) funding to mitigate the spread of COVID-19 by promoting COVID-19 vaccinations and strengthening the health systems to be able to detect COVID-19.

Trafficking In Persons Sanctions

The Gambia was ranked as a Tier 3 country in the 2019 Trafficking in Persons Report which resulted in sanctions that significantly disrupted USAID activities in the country. The Gambia has since been upgraded to Tier 2, but remains at risk of being downgraded again.

Duties and responsibilities

The Program Manager (PM) will serve as the resident point of contact for USAID/Senegal/Sahel Regional Office (SRO) in The Gambia and will coordinate USAID development programs as an advisor to the Ambassador and his/her designee. As such, they will oversee, monitor, and evaluate USAID activities; analyze the operating environment (political, economic and physical); and coordinate USAID/Senegal/SRO activities with State, Department of Defense (DoD), and assistance provided by other donors, including international and private assistance agencies in The Gambia.

The level of current and planned activities in The Gambia warrant the full attention of a dedicated and experienced development professional. USAID therefore plans to recruit a USPSC to serve as The Gambia PM to administratively oversee and coordinate, as appropriate, all USAID-funded activities in The Gambia. S/he will monitor and provide oversight on the growing portfolio of current activities and other potential USAID projects. The PM reports to USAID/Senegal/SRO and liaises closely with other USAID/Senegal support offices in Dakar and Washington, as appropriate, and will coordinate and respond to tasks from USAID/Washington as assigned by SRO.

As the first USAID employee in the Gambia in decades, this is a high-profile position and requires that the incumbent maintain high-level professional contacts among regional institutions, donors, the private sector, and USG agencies. The incumbent is therefore expected to have the initiative, knowledge of Agency regulations and procedures, experience and maturity required to exercise professional judgment for conducting negotiations with relevant counterparts to further the Agency's interests. The PM will report to the USAID/Senegal/SRO Deputy Mission Director and serve under Chief of Mission (COM) authority in The Gambia.

In close collaboration with USAID technical staff based in West Africa (WA), SRO, and Washington, the PM will monitor and manage USAID's development programs in The Gambia as appropriate. S/he will be responsible for:

a. Program Design, Management and Oversight (50%)

S/he will support USAID program design and implementation for all activities in The Gambia. S/he will also, as required, ensure that all USAID reporting requirements on the performance of all activities in The Gambia are met. S/he will oversee, where necessary, implementing partners in setting up reporting and tracking systems to provide such information in an efficient and timely manner. Monitoring and evaluation responsibilities will include extensive in-country travel to observe and report on all program-funded partner interventions. S/he will also assist in the review and analysis of data and information on relevant technical areas as a basis for providing accurate information on impact and effectiveness of the program in achieving its objectives. S/he will conduct pipeline analysis and reporting, review and respond to quarterly and annual progress reports and participate in the assessment of the work of

implementing partners. S/he will coordinate all evaluation activities with USAID/Washington and USAID/Senegal, and ensure that targeted beneficiaries take part in the evaluation process.

b. Representation and Coordination (50%)

The incumbent serves as the USAID/Senegal/SRO in-country coordinator maintaining regular contact and coordinating activities with other USG agencies in The Gambia, specifically the Department of State, Department of Defense, Department of Homeland Security, Federal Bureau of Investigation, and the Department of Justice. S/he maintains frequent face-to-face contact with implementing partners, stays abreast with activities conducted by them, and forms relationships with Gambian partner(s) with whom the USAID implementing partner(s) is working. S/he actively identifies and develops opportunities for improved coordination both with U.S. government interagency presence, programs and activities, as well as the broader development community to include the Development Partners Group, resident and non-resident United Nations agencies, and other bilateral and multilateral donors/organizations. S/he is also the primary point of contact for non-governmental development organizations operating in or visiting The Gambia. S/he will also undertake coordination with donor partners and track their programs, issues, and impact. The PM also acts as the primary point of contact for USAID visitors and is responsible for USAID visitor orientation and ensuring the Ambassador and other members of the country team have a good understanding of programs. S/he also produces briefing papers, press releases, presentations, etc and provides guidance and support for visitors and consultants. S/he will draft similar materials for use in communicating USAID program content and progress to the public and other stakeholders in consultation with USAID/Senegal/SRO's Development Outreach & Communications (DOC) Officer. S/he may be asked by the U.S. Ambassador to The Gambia to be the USAID representative to the Country Team, which meets weekly, and the Embassy Emergency Action Committee which meets periodically for crisis planning, management and response, and to represent USAID on the ICASS board.

Position Elements

Supervisory Relationship: The incumbent will undertake relevant tasks as requested by his/her supervisor the Deputy Mission Director, USAID/Senegal/Sahel Regional Office, or his/her designee. The supervisor sets the overall objectives and resources available. The incumbent has responsibility for independently planning, designing and carrying out programs, projects and studies. The incumbent keeps the supervisor informed of progress and challenges or concerns that may require his/her action.

Supervisory Control: While there are currently no other existing USAID staff in The Gambia, should USAID's footprint in The Gambia grow, this position will likely be responsible for the day-to-day supervision of in-country staff.

Scope and Effect: Incumbent must be an expert in the development field who is consulted by other experts and who will be a leading voice within U.S. Embassy Banjul on all matters pertaining to USG development programming.

Exercise of Judgment: S/he will have a broad range of decision-making authority per the Mission Director and SRO Deputy Mission Director and is expected to exercise independent judgment and perform work of outstanding difficulty. S/he has a range of technical, management, coordination and analytical responsibilities in the design and implementation of activities in The Gambia. S/he is responsible at a professional level for a full range of services related to program management and oversight, such as fiscal and programmatic monitoring and will prepare briefing papers, activity reports, reporting cables, procurement and operational plans and results reporting, etc., as required. Additionally, s/he will be responsible for organizing and managing all official visits related to USAID

programs, as necessary, and providing oral briefings on USAID activities in The Gambia. S/he will also be responsible for maintaining in good order working files on USAID program work in The Gambia. S/he will also be called upon to participate in program audits and will coordinate all USAID affairs in The Gambia and support services with the Embassy.

Performance Guidelines: Incumbent must work in accordance with administrative guidance (principally, the Automated Directives System) pertaining to the design, procurement, and management of activities. S/he must exercise judgment to determine the best programmatic approaches to implementing these policies and strategies, taking into account the host country context and factors that may favor or hinder that.

Authority to make commitments: Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID's development strategy and aims. Per Agency policy, formal delegations of authority will flow through the USAID Mission Director, Deputy Mission Director, or his or her designee.

Nature, Level and Purpose of Contacts: The incumbent is required to associate with, communicate with and maintain an extensive range of contacts with Gambian government officials, regional organizations, civil society representatives, and other bilateral and multi-lateral donors and international organizations, to further her/his responsibilities. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these dealings can be expected to involve sensitive matters. S/he must be able to effectively present substantive issues to contacts and to influence important policy or organizational changes that impact the U.S.'s priorities. The incumbent must be skillful at persuasion and negotiation in order to gain acceptance and agreement with specific policies and regulations.

Security and Medical Clearance Requirements: The applicant selected to fill this position must be able to obtain a SECRET Security Clearance, which involves a comprehensive background investigation performed by a U.S. Government Agency. The applicant selected to fill the position must also receive a Worldwide Availability Medical Clearance (WWA/Class 1). Details of how to obtain such clearance will be provided after selection and acceptance of the job offer. The selected applicant must obtain both the required security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected applicant). A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

12. PHYSICAL DEMANDS: The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A minimum of a Bachelor's degree from an accredited institution in a field directly related to international relations, education, business administration, international development, public administration or related disciplines, is required.
- b. **Work Experience:** A minimum of five (5) years of relevant experience in development and humanitarian assistance programs is required.
- c. **Language Proficiency:** Proficiency in English language (equivalent of FSI-3 or above) in both speaking and reading is required.

III. SELECTION AND EVALUATION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. FAR provisions of this Re-solicitation are available at <https://www.acquisition.gov/browse/index/far>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Applicants meeting the required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

Evaluation factors

Work Experience (40 points)

- At least five (5) years of relevant and progressively responsible experience implementing humanitarian assistance or development programs with demonstrated management expertise and skill implementing public or private cooperation programs. Preference will be given to those candidates with proven knowledge and experience with USAID programs, procedures and systems for program design, procurement, implementation, management, monitoring and evaluation;
- At least two (2) years of experience in coordinating activities with host governments and/or other donors, and
- Demonstrated human resource management, technical leadership, program management, strategic planning, policy experience and problem-solving skills working on complex projects in a highly sensitive environment are required.

Knowledge, Skills, and Abilities (40 points)

- Analytical ability to interpret public policies and assist in the development of revised policies, in order to strengthen the health policy environment;
- Demonstrated ability to interact professionally and provide technical guidance to high-level USG and host government officials and represent the USG in program development discussions;
- Prior experience collaborating and coordinating with International organizations representatives and /or personnel required.
- Working knowledge of development project design as well as the principles of sound program oversight, budgeting, and reporting, monitoring and evaluation, and assistance and acquisition is required;

- Skill in conceptualizing programs, policies, and plans and developing strategies for their management and implementation;
- Demonstrated ability to work across multiple technical sectors is required, such as education, economic growth, conflict prevention, governance, health, etc.
- Demonstrated knowledge of socio-cultural factors affecting development in West Africa and the Sahel, and
- Knowledge of The Gambia, its people and the development challenges it faces.

Language, Communication, and Computer Skills (20 points)

- Must be able to read technical document and conduct technical discussions in the English language at FSI S3+/R3+ levels;
- Strong communication skills (oral and written) in English, including demonstrated presentation and negotiation skills;
- Proven cross-cultural and interpersonal skills including demonstrated experience successfully working in teams;
- Administrative skills are required to assist in the oversight of cooperating agency technical advisors and institutional contractors; and
- Strong computer skills in Google, Word Processing, Excel Spreadsheets and Graphic Programs.

Evaluation Summary

Work Experience: 40 points

Knowledge, Skills and Abilities: 40 points

Language, Communication, and Computer Skills: 20 points

Total Possible Points: 100 points

IV. SUBMITTING AN OFFER

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: usaiddakar-hr@usaid.gov **with the Re-solicitation number in the application submission.** **Note that applications from non-U.S. citizens cannot be considered.**

Qualified applicants are required to submit:

1. **A Cover letter with current résumé/curriculum vitae (CV) attached.** The CV/résumé 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.
2. Applicants are required to provide a minimum of five (5) references within the last ten (10) years from the applicant's professional life namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
3. Offeror Information for Personal Services Contracts form **AID 309-2**. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc. **Offerors are required to complete and sign the AID 309-2 form.**

PLEASE NOTE THAT INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award.

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

VI. BENEFITS

A U.S. Resident Hire Personal Services Contractor **is not eligible for any fringe benefits, differentials, or allowances**; and is only eligible for contributions for FICA, health insurance, and life insurance. As a matter of policy, and as appropriate, a Resident-Hire Contractor is authorized the following benefits:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health and Life Insurance (except spouse of a current or retired Civil Service, Foreign Service, Military Service and who is covered by their spouse's Government health insurance policy for health or life insurance under this contract)
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave.

VII. TAXES

Resident-Hire USPSC are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including contract clause "General Provisions," available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.
3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
4. **Ethical Conduct**. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch**," available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>.

5. PSC Ombudsman

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

END OF RE-SOLICITATION