



USAID
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72067020R0003
ISSUANCE DATE: February 23, 2021
CLOSING DATE/TIME: March 23, 2021,
Libya time: 6:00pm

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN PSC - Local Compensation Plan)**

Dear Prospective Offerors:

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

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

This 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 1.

Sincerely, Ginger Longworth

Digitally signed by
Ginger Longworth
Date: 2021.02.18
13:05:14 +01'00'

Ginger Longworth
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72067020R0003
- 2. ISSUANCE DATE:** February 23, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** March 23, 2021
- 4. POINT OF CONTACT:** USAID MERP HR, e-mail at usaidmerphr@usaid.gov.
- 5. POSITION TITLE:** Development Assistance Specialist (Governance)
- 6. MARKET VALUE:** *LYD 48,921 – 75,827* equivalent to **FSN- 11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Libya. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** Five-Year Period of Performance with possibility to extend in accordance with Automated Directive System (ADS 309): - Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, CCNPSCs are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation in the FAR.
- 8. PLACE OF PERFORMANCE:** Tripoli with travel to Tunis and other areas as required.
- 9. ELIGIBLE OFFERORS:** Libyan citizens and residents with valid work permit at the time of application to work in Libya.
- 10. SECURITY LEVEL REQUIRED:** Facility access
- 11. STATEMENT OF DUTIES**

1. Basic Function of the Position

The USAID Development Assistance Specialist is responsible for implementing selected portions of the USAID and USG program in Libya, with responsibilities assigned to COR/AORs or Activity Managers for centrally managed activities to oversight and management, implementation, and direction to assigned implementing partners (IPs), with emphasis in the area of stabilization, conflict management and mitigation, democracy and governance, including political processes, electoral systems, local governance and decentralization as well as other targets of opportunity that are consistent with USAID and USG objectives in Libya and the region. The assignment includes responsibility for monitoring and evaluation of existing programs/projects/activities and for designing and implementing new programs/projects/activities, as required. The Specialist participates with support and professional staff in USAID, the Embassy, and in USAID/Washington in the planning, design, development, management, and monitoring of USAID programs. In the course of the

assignment, the Specialist will represent USAID, its activities, and its programs to senior Government of Libya (GoL) counterparts (at Ministerial and Deputy Ministerial levels, local government leaders, counterparts, etc.), to other donor agencies, and to PVO/NGO counterparts and the private sector.

2. Major Duties and Responsibilities

The Development Assistance Specialist serves as COR/AOR or Activity Manager for centrally managed programs/projects/activities once assigned and is responsible for management, implementation, evaluation, and monitoring of assigned aspects of the USAID/Libya program/project/activity portfolio. The Specialist advises the USAID/Libya Country Director and technical office directors and other stakeholders on local matters of importance to the USAID and USG program and on monitoring activities, and provides management oversight of IPs implementing Mission programs/projects/activities. The programs/projects/activities managed represent a major component of the USAID and USG portfolio in Libya, and a critical component of the overall USAID and USG strategy for transition in Libya. The Specialist is instrumental in the achievement of overall objectives; the work requires the Specialist to remain current on economic, political, and social trends in the Host Government, and to analyze those trends in relation to their impact on the USAID and USG program.

A. Program/Project/Activity Management (40%)

The Development Assistance Specialist serves as COR/AOR or Activity Manager for centrally managed programs/projects/activities once assigned and is responsible for management, implementation, evaluation, and monitoring of assigned aspects of the USAID/Libya program/project/activity portfolio. The Specialist advises the Country Director and others on local matters of importance to the USAID and USG program and on monitoring activities, and provides management oversight of IPs implementing Mission programs/projects/activities. The programs/projects/activities managed represent a major component of the USAID and USG portfolio in Libya, and a critical component of the overall USAID and USG strategy for transition in Libya. The Specialist is instrumental in the achievement of overall objectives; the work requires the Specialist to remain current on economic, political, and social trends in the Host Government, and to analyze those trends in relation to their impact on the USAID and USG program. Track projects' financial status and expenditures, and recommend future incremental funding. This also includes financial analysis and the maintenance of complete and auditable financial records for projects manages as well as complete and auditable files of all project documents (contracts, grants and other procurement supporting documents) in line with USG requirements.

B. Performance Monitoring 25%

The Development Assistance Specialist ensures that performance-monitoring systems are in place, and that periodic, reliable measures and indicators of portfolio impact are established. The Specialist collects and monitors performance data on an ongoing basis, and prepares reports of program/project/activity progress for use within the USAID Democracy and Governance (DG) Office, Libya External Office (LEO), and USAID/Washington; assesses progress in achieving outputs and results for managed programs/projects/activities, and

evaluates and assesses the portfolio as needed; and, continually strives to enhance the achievement of results by periodically reviewing the development context, results indicators, and implementation progress, identifying problem areas and suggesting solutions.

C. Data Collection and Analysis (20%)

The Development Assistance Specialist monitors and reports on developments in Libya, especially those that impact the ability to successfully plan and activities, particularly on stabilization and democracy and governance issues. The Specialist monitors, analyzes, and reports on relevant aspects of Host-Government policy, law, and regulation, and on related development issues. Based on an in-depth understanding of USG policy and program objectives and priorities, the Specialist prepares technical and policy updates, evaluates development issues, and provides input to USG programs/projects/activities. The Specialist summarizes information and conclusions in written and oral form for presentation to senior USG, and other, decision makers, and for incorporation into other USAID and USG documents, as appropriate; organizes field trips, conferences, and seminars to ensure maximum exposure to emerging trends and various points of view, and for monitoring development activities, providing translation as needed; prepares written reports that reflect a sound understanding of assigned areas of responsibility, and that clearly document that a wide variety of sources and points of view have been consulted in undertaking reporting, and in drawing conclusions; and, prepares oral and written briefings for the Director, Embassy officials and others, on request.

D. D. Development and Outreach – 15%

The Development Assistance Specialist works in collaboration with IPs, the Public Affairs Section of the Embassy (Libya External Office), and with Mission staff to organize and coordinate public events related to USAID programs/projects/activities; to prepare input for press releases and background information; and, to draft speeches for the USAID and Embassy personnel. The Specialist participates in the development of programmatic public relations and briefing materials, including brochures, Activity Fact Sheets, success stories, etc.; and takes the lead in drafting ad hoc reports, documents, and analyses of USAID programs/projects/activities for internal and external audiences. The Specialist may be assigned to update assigned portions of the Mission website and approved social media sites; and, maintains contact with other donor representatives, and with other USG agencies to collect information for reports.

3. Supervision Received

Works under the general supervision of the Democracy and Governance Office Director and/or his/her designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved. The Specialist must be able to work independently given that the supervisor will be in another country

4. Supervision Exercised

Continuing supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Completion of a bachelor's degree, or the local equivalent, in international relations, economics, development, or a related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible, professional-level experience related to development or related assistance is required. At least two years of experience in development work, or related fields (for USG, other donor agencies, Host-Country organizations, or private-sector institutions, civil society organizations, international organizations, and which included project design and analysis)

III. EVALUATION AND SELECTION 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. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. **Education (10 points)**
2. **Prior Work Experience (20 points)**
3. **Language skills (10 points):** Fluency in both spoken and written Arabic, English (Level IV) is required.
4. **Knowledge (30 points):** In-depth professional-level knowledge of development principles, concepts, and practices, especially as they relate to the assignment and to development programs in the Host Country and the region is required. Knowledge and understanding of the economic, political, social, and cultural characteristics of Libya; and, the democracy and governance challenges, resources and resource constraints, and development prospects and priorities of Libya and the region is required. The Specialist must have a good knowledge, or the potential to quickly acquire such knowledge, of USG legislation, policy, and practice relating to development assistance; USG programming policies, regulations, procedures, and documentation; and, of the objectives, methodology, and status of assigned activities. Knowledge and understanding of the organization and

respective roles of the different branches in the GoL, in order to enhance effective communication, and to develop consensus on program/project/activity strategy and implementation plans; an in-depth knowledge of GoL institutions, policy directions, objectives, and priorities relating to USAID and USG activities; and, a sound knowledge of political, economic, social, and cultural characteristics and developments in Libya is required.

5. **Skills & Abilities (30 points):** The ability to plan, organize, manage, and evaluate programs/projects/activities is required. Verbal communication skills, tact, and diplomacy are required to establish and develop sustainable working relations and a high level of trust with senior- and middle-level GoL officials, and with public and private organizations, such as USG's primary technical contacts in the development area. Verbal communication skills are also used to explain and interpret Host-Country attitudes, priorities, and concerns to USAID and other USG officials, and to negotiate program/project/activity plans and to resolve project implementation issues with appropriate Host-Country organizations, technical advisors, Implementing Partners, counterparts, and peers. Writing skills are required to prepare regular and ad hoc reports, program/project/activity documentation, and briefing papers. Analytical ability is necessary in order to interpret public policies, and to assist in the development of revised policies, as required; and, to develop and monitor the performance of budgets, and the development of periodic work plans. Skill in program/project/activity programming, policies, and planning, and in developing strategies for implementation, is required. The ability to work effectively in a team environment, and to achieve consensus on policy, project, and administrative matters is required. Good computer skills are required in order to manage activity goals and achievements, both technical and financial.

6. Reference Verification: (Pass/Fail)

The successful candidate(s) will be selected based upon the following:

1. a preliminary review of the applicant's submitted application package to establish that minimum educational and experience requirements are met; and
 2. written test related to position knowledge and skills, to include language test
 3. a personal or telephone interview; and
 4. reference checks.
- USAID/MERP, Frankfurt's Human Resources Section will perform the preliminary review (Step 1 above) to eliminate those applications that do not meet the minimum educational and written language requirements before forwarding the rest to the Technical Evaluation Committee (TEC) for further review and assessment.
 - The Technical Evaluation Committee will review each of the forwarded applications against the established evaluation criteria to develop a shortlist of applicants. Applicants will be contacted for written tests (Step 2) and interviews. **Based on the results of the tests, however, an applicant otherwise identified for the interview could be dropped from the interview list.**

- Following the interview (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to MERP HR. **Please note that references may be solicited from current as well as former supervisors in addition to the references you provide in your application package.** References will only be solicited for those interviewed applicants who are being considered for ranking.
- Based on this final input, the TEC will make its final decision on which candidates to rank order, prepare a Selection Memo for the review and approval of the Contracting Officer, after which an offer of employment will be made to the successful candidate(s).
- Unsuccessful candidates who were interviewed will be contacted and advised of their non-selection.

IV. HOW TO APPLY

Please apply via ERA (Electronic Recruitment Application) system. Kindly ensure you enclose a Cover Letter, CV/Resume and list of 3 references.

**** Applicants who had applied for this position previously, need not apply again. Thank you.**

V. BENEFITS AND ALLOWANCES

Benefits/Allowances as applicable for Libya Local Compensation Plan.

VI. TAXES

Post will not assume any obligation or responsibility to withhold taxes levied by the host government. It is the responsibility of the individual to ensure that all requirements as established by the Libyan Government with regard to taxes are adhered to.

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

USAID regulations and policies governing **CCN and TCN PSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National 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 & 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>