



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064121R100014

ISSUANCE DATE: July 30, 2021

CLOSING DATE/TIME: August 13, 2021, 11:59 pm Accra time.

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – USAID Project Management Specialist (Energy), -(Economic Growth Office)

(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, Sections I through V** 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 information.

Sincerely,

Michael Sampson
Contracting Officer

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

Tel: 233-302-741-200
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www.usaid.gov/ghana

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064121R100014**
- 2. ISSUANCE DATE: July 30, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 13, 2021 at 11:59 pm Accra time.**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov**
- 5. POSITION TITLE: USAID Project Management Specialist (Energy), ECONOMIC GROWTH OFFICE.**
- 6. MARKET VALUE: GHC 131,716.00 – GHC 197,595.00** equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **o/a November, 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Ghana. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Background Check

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The Program Management Specialist will report to the Energy Team Leader on administrative and programmatic issues. S/he will provide services and support to the Economic Growth Office as directed by the USAID/Ghana Economic Growth Office (EGO) Director or his/her designee.

S/he must provide programmatic and strategic support to EGO, drawing on an in-depth understanding of electricity sector technology and investment, associated Ghana and USG policy frameworks (including Power Africa), and issues related to energy infrastructure and its role in enabling economic growth. S/he must have the capacity and demonstrated expertise to represent USAID and Power Africa in interagency and international settings; at meetings with officials of several governments and with technical counterparts, donors, private firms, non-governmental organizations, and implementing partners.

S/he must have skills to overcome work-related difficulties and challenges, and must be able to assimilate, analyze and respond to rapidly changing circumstances and help USAID projects and activities achieve results. S/he must have the capacity to apply analytical methodologies to better understand and identify the key constraints and opportunities for advancing energy sector work in support of the objectives of the Government of Ghana. Outstanding leadership, communication and interpersonal skills, and the ability to communicate cross-culturally and exhibit cultural sensitivity are essential implementing partners.

2. *Statement of Duties to be Performed*

Coordination

70%

Coordinates implementation of the USAID/Ghana Energy Program, including supervising the work of staff and implementing partners, monitoring and evaluating implementation progress and budgets, performing site visits, and providing feedback and progress reports to senior USAID staff. Leads and manages USAID's technical assistance instruments (Contracts, Cooperative Agreements and/or Implementation Letters) as the Activity Manager, as the Contractor's and/or Agreement Officer's Representative (COR/AOR), and/or Alternate. Leads coordination and implementation of technical support and assistance to energy institutions including other energy-related institutions. Supports USAID/Ghana's implementation of the Power Africa initiative and contributes to other relevant USG initiatives (such as Feed the Future, Prosper Africa, and Financing Self-Reliance) that may operate in Ghana.

Supports development of initiatives, policies, and partnerships to accelerate deployment of diverse power sector modernization and reforms efforts (renewable energy, distributed energy resources), as well as solutions to increase access to energy in unelectrified communities, as appropriate. Supports timely roll-out of energy related activities and transactions; developing, tracking and monitoring milestones; and preparation of reports pertinent to performance monitoring and evaluation.

Technical Services

20%

Supports USAID/Ghana's efforts to provide professional advice to the Government of Ghana on sector reform, including appropriate models for private sector participation, approaches to improving utility management and operations, and development of an enabling legal and regulatory framework and institutions. Facilitates dialogue with Ghanaian government authorities, USG stakeholders, donors, private firms, and partners to reach consensus on and ownership of program objectives and activities.

Communication

10%

Coordinates relevant program outreach efforts, including public events, press releases, and close coordination with the USAID/Ghana Development, Outreach and Communications (DOC) officer, the Power Africa Communications team, and other USG partners.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. *Supervisory Relationship*

The Program Management Specialist will receive supervision, policy direction, and guidance from the USAID/Ghana Energy Team Leader. Performance is evaluated annually based on an agreed annual work plan.

4. *Supervisory Controls*

The position does not have any direct supervisory responsibilities.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** A Bachelor's degree in an engineering field related to energy and/or power, infrastructure or project finance, energy infrastructure development and public policy.
- b. **Prior Work Experience:** Minimum of five years of professional experience, with a critical focus on one or more of the following subject areas: energy technology, finance, policy or energy economics.
- c. **Language Proficiency:** The applicant must possess Level IV ability (fluency) in spoken and written English, as well as the ability to process information from a wide variety of sources into cohesive, polished documents, and to produce polished oral presentations and focused, coherent written communications products. (Language proficiency may be tested).

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>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

- a. **Prior Work Experience (40 points):** The incumbent must have experience working closely with either the Electricity Company Ghana (ECG), Public Utility Regulatory

Commission (PURC), Volta River Authority (VRA), the Ministries of Power and Petroleum, or other energy related institutions on energy access and investment.

- b. Job Knowledge (35 points):** Must have advanced technical understanding, obtained through practical experience, of energy technologies, energy-related public policy and finance, and investment promotion and project finance. Knowledge and understanding of infrastructure and energy issues in Ghana, including the current status of power systems and finance is required. Management of bilateral or multilateral agency funded infrastructure projects is required.

- c. Skills and Abilities (25 points):**
The USAID Project Management Specialist must be able to build and maintain effective working relationships with senior-level counterparts in relevant government entities, private firms, and other development partners. S/He must be able to analyze complex challenges in energy, energy markets, and infrastructure, and to design and implement interventions in response. Strong analytical, communication, problem solving, and writing skills are required. S/He must be able to manage implementing partners and ensure that they meet all relevant standards and reporting requirements. Finally, the Project Management Specialist must be capable of producing quality work on deadline, under pressure.

Total Possible Score: 100 points

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person, virtually OR not to interview any candidate.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form **AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS)** which is available at the following link: [AID 309-2](#)

2. Offeror must also submit a signed cover letter and a resume.

3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.

To ensure consideration of offers for the intended position, Offerors must prominently reference the position title and solicitation number in the subject line of their email.

7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents in order to be considered for the position.

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 (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus
 - e. Salary Advance (0% interest)
 - f. Social Security Contributions
 - g. Local and American Holidays

In accordance with Mission policy and local labor laws.

1. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

In accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee’s salary.

In accordance with Mission policy and local labor laws.

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

USAID regulations and policies governing CCNPSC 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>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info : 641M20EG000	1	LOT	\$ _TBD_	\$_TBD_ at Award after negotiations with Contractor_

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>

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.

---END OF SOLICITATION---