



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:72064121R00007**

**ISSUANCE DATE:** June 30, 2021

**CLOSING DATE/TIME:** July 14, 2021/17:00 GMT

**SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor as Program Development Advisor, USAID/Ghana**

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 any offer.

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)**

**Only shortlisted offerors will be contacted.**

Any questions must be directed in writing to Patience Charway at [pcharway@usaid.gov](mailto:pcharway@usaid.gov) or Yusif Ibrahim at [yibrahim@usaid.gov](mailto:yibrahim@usaid.gov) with a copy to James Berscheit at [jberscheit@usaid.gov](mailto:jberscheit@usaid.gov).

Sincerely,

James Berscheit  
Contracting Officer  
Regional Executive Office  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: **72064121R00007**
2. ISSUANCE DATE: **June 30, 2021**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **July 14, 2021, 17:00GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: **Program Development Advisor, USAID/Ghana**
6. MARKET VALUE: **\$79,468- \$103,309** equivalent to **GS-13**  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 09/2021 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

<b>Base Period:</b>	o/a 09/2021 to 09/2023
<b>Option Period 1:</b>	o/a 09/2023 to 09/2024
<b>Option Period 2:</b>	o/a 09/2024 to 09/2025
<b>Option Period 3:</b>	o/a 09/2025 to 09/2026

8. PLACE OF PERFORMANCE: USAID/Ghana, Accra.
9. ELIGIBLE OFFERORS: Open to U.S. Citizens (including lawful Permanent legal residents)
10. SECURITY LEVEL REQUIRED: Facility Access

## 11. STATEMENT OF DUTIES

### BACKGROUND

The United States Agency for International Development Mission to Ghana (USAID/Ghana) requires an experienced Project Development Specialist to provide senior-level technical expertise to support USAID/Ghana through strategic and programmatic design and implementation to ensure optimal program effectiveness to achieve USAID's foreign assistance objectives in Ghana.

With an annual budget of approximately \$144 million, USAID/Ghana supports Ghana's commitment to reduce its dependency on foreign assistance by prioritizing programs that create stability; incentivize reform and innovation; strengthen in-country capacity; and mobilize domestic resources, including private capital to accelerate the nation's transition towards middle-income status.

Ghana is a focus country for a number of U.S. Government initiatives and priorities, including the Global Food Security Strategy, the President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), Power Africa, the Security Governance Initiative, and Prosper Africa. USAID serves as one of the lead development partner agencies in Ghana.

USAID/Ghana's new five-year behavioral-led, integrated Country Development Cooperation Strategy (CDCS) (2020-2025) supports Ghana's efforts to become a more self-reliant nation that offers a productive life to all of its citizen through continued support to address food security and trade, quality education and health services, and citizen responsive governance in the northern regions.

The CDCS focuses on promoting inclusive development, systems strengthening, and greater accountability across the government. The Mission manages the strategy through three development objectives (DO): 1) Broad-based Economic Growth Accelerated and Sustained; 2) Quality Services Delivered with Increased Accountability; and 3) Sustainable Development Accelerated in Northern Ghana.

USAID/Ghana has a main office in Accra, with 64 staff (19 USDHs, 5 U.S. and TCN Personal Service Contractors, and 45 Locally Engaged Staff) and a satellite office in Tamale, with 11 LES who are focused on northern Ghana programming.

The Program Development Advisor serves as the lead advisor of Mission staff on strategy and programmatic design and implementation as detailed in USAID's Operational Policy for the Program Cycle (ADS 201). The Advisor performs a key role in the formulation, implementation, management, and performance reporting of the overall U.S. development assistance program in Ghana; and performs the full range of consultative, advisory, monitoring, analytical, operational, and informational services of broad scope in connection with the overall USAID program in Ghana. S/he will guide and support the Mission's efforts to manage for results using a behavioral lens to ensure appropriate and strategic collaboration, learning, and adaptation across the Mission, ultimately maximizing investments and accelerating progress toward the strategic goal and development objectives. S/he will also serve as the Mission's Gender advisor and lead the Gender Working Group.

The Advisor reports directly to the Supervisory Program Officer (or their designee), directly supervises one Foreign Service National (FSN) Development Program Specialist (FSN 12), and provides work guidance to approximately other Program Office staff. The Advisor is highly knowledgeable of Ghana's development assistance programs, direct assistance programs, Agency policy and directives for implementing foreign assistance, USAID budgets and the formation of same and overall policies of the Agency.

## **STATEMENT OF DUTIES**

### **ACTIVITY AND PROJECT DESIGN (50%)**

- Advise Senior Managers and Technical Offices on the full range of project design principles and procedures, ensuring adherence to the Agency's Design Guidance and the Mission Order on Design.
- Serve as resident expert on USAID and Mission-specific processes and requirements for design and formal approval of all new and amended projects and activities.
- Serve as core member of Design Teams and lead Design Teams that are multi disciplinary or crosscutting, involving multiple teams and offices.
- Guide Design Teams in the preparation of project and activity approval documents ensuring that they strategically focus, integrate, and measure activities using behavioral outcomes.
- In coordination with the Program Office, Regional Acquisition and Assistance Office (RAAO), Regional Legal Office, and Regional Financial Management Office develop guidance and materials to incorporate behavioral outcomes into project and activity designs and procurement documents (i.e., scopes of work, program descriptions, and scopes of objectives).
- With the RAAO and the Program Office, guide and advise Technical Offices through the Co-Creation approach and serve as a co-facilitator as needed.
- Exercise leadership and operational support to link, integrate and coordinate Mission projects and/or activities using a behavioral lens to align with development objectives, achieve synergies across sectors, and ensure effective implementation.
- Assist Design Teams in drafting waivers, activity checklists, pre-obligation checklists, and other required pre-obligation documents.
- Identify and compile data or analyses needed for the design effort.
- Organize and facilitate project and activity reviews and develop issues papers for review meetings.
- Review Project and Activity Approval Documents and amendments to ensure compliance and alignment with Mission strategy.
- Coordinate responses to U.S. Embassy and USAID/Washington requests for portfolio information.
- Review or coordinate reviews of proposals for new projects or activities, including unsolicited proposals and applications.
- Convene and lead meetings as needed to address project or activity issues.

- Work closely with Program Office colleagues and Technical Offices to articulate development hypotheses and develop plans for testing those hypotheses.
- Based on implementation results, new learning, and stakeholder feedback, guide Program Office and Technical Offices to collaborate, learn, and adapt programs through a unifying behavioral focus and shared accountability, ensuring the ongoing and evolving alignment of the portfolio with the CDCS or emerging policy imperatives.
- Guide the Program Office and Technical Offices on research design and methodologies, applied research studies, impact assessments, knowledge capture and sharing, and the application of learning to program and project design and management.
- Provide formal and informal training to staff on the behavioral-led approach and other areas related to strategy, project, and activity design and implementation.

### **MANAGING FOR RESULTS (30%)**

- Assist in development of USAID/Ghana's managing for results agenda, including monitoring, evaluation, reporting, and learning.
- Ensure compliance with Agency and Mission policies and procedures related to M&E.
- Assist with the implementation of the Mission Performance Management Plans for the CDCS.
- Advise Technical Offices on interpreting and incorporating program M&E findings from data quality assessments, project and activity monitoring and oversight, site visits, and evaluation findings into on-going and future activities.
- Contribute to Mission Portfolio Reviews.
- Assist with the preparation of the annual Performance Plan and Report in cooperation with other USG entities at Post.
- In collaboration with the M&E Specialist and other Program Office staff, lead USAID/Ghana's evaluation efforts, defining areas of study and considering evaluation approaches, managing evaluation plans, reviewing approaches, and co-evaluating study results with others for determining conclusions and organizational implications.
- Advance USAID knowledge management and learning opportunities to ensure rapid, effective sharing and application of learning in areas of keen interest across the portfolio (e.g., local capacity development, Government-to-Government assistance).
- Assist Mission in conceiving and managing project monitoring, tracking, and evaluation systems designed to assist Mission management in assessing overall program impact on development in Ghana.

### **GENDER ADVISOR (20%)**

- Conducts and directs qualitative and quantitative gender analyses and studies to understand gender-related issues that affect women, men, girls, and boys across key Mission sectors to propose solutions to empower women, including addressing how men can be part of achieving gender equality and reducing gender gaps; promotes capacity building with staff and implementing partners that includes addressing harmful gender norms.

- Advises and assists Mission staff on gender issues related to the CDCS development objectives.
- Ensure Mission programming meets Agency requirements and commitments to gender equality and female empowerment. Promotes gendered monitoring, evaluation, and learning in collaboration with Mission M&E personnel.
- Serves as a technical liaison between the Bureau for Resilience and Food Security and other USAID Operating Units to coordinate on gender issues in food security, agriculture, water, nutrition, resilience, emerging transnational trends, and public-private partnerships.
- Drafts or contributes to written gender-related materials for a wide variety of audiences within USAID, and the broader development community in Ghana.
- Serves as the Mission's point of contact on gender and gender-related impacts and conducts outreach with external stakeholders.
- Promotes data analysis and synthesizes information on gender-related behavioral outcomes, including best practices and emerging trends.

#### **OTHER SIGNIFICANT FACTS:**

**Supervisory Controls:** The incumbent is expected to demonstrate a high level of leadership, independence, professionalism, judgment, and responsibility. S/he will report directly to the Supervisory Program Officer (or designee), who will be responsible for managing performance.

**Authority to Make Commitments:** The incumbent will not make commitments to third parties for the Mission as a whole that involve financing or other programming matters. However, internally s/he will play a key role in shaping the Mission's decisions regarding strategic planning, monitoring and evaluation, project design and other key programming functions.

**Nature, level, and purpose of contacts:** The incumbent will meet regularly with Mission staff to provide advice on key Mission-wide programming and design matters based on his/her experience and understanding of: 1) current USAID policies and directives; 2) relevant U.S. law and regulations; and 3) current U.S. policy as it affects the region.

The incumbent will meet and work with a wide range of senior USAID staff – based both at post and in Washington, international organizations, USG counterpart personnel, and USAID implementers to solicit input and views on a wide range of programming issues. Because stakeholders' views are often diverse, the incumbent is expected to be able to communicate and achieve a shared understanding and acceptable solutions that address, to the extent possible, the multiple perspectives concerned.

**Exercise of Judgment:** Independent judgment must be exercised on a broad range of program planning and project management issues. The incumbent must be able to analyze complex situations and identify the requirements needed to resolve problems in a politically expedient manner. The incumbent must be able to recognize requests for decisions or positions that require prior USAID review and approval.

**Supervision Exercised:** This is a senior advisory position. The incumbent will supervise the Senior Project Development Specialists (FSN 12). The incumbent may be called upon to provide coaching and mentoring expertise to Mission colleagues.

**Time Required to Perform Full Range of Duties:** The incumbent is expected to perform the full range of duties within the first month.

**Available Guidelines:** The primary guidelines for this position are USAID's Automated Directives System (ADS), particularly Section 200; Mission Orders; and USAID policies that relate to Agency programming and project development. Other guidelines include established USAID/Ghana administrative procedures and regulations and standard accounting, auditing and financial management operating procedures and systems requirements. However, the incumbent will frequently be required to exercise independent judgment under circumstances where guidelines may be insufficient to resolve the programming issue at hand.

### **Skills and Abilities**

This is a senior advisory position within the USAID/Ghana Mission. A broad combination of analytical, policy formulation and programmatic abilities are required, combined with excellent interpersonal, communications, and writing skills.

The Mission seeks an individual with high-level experience with USAID as a senior leader with wide-ranging knowledge of the program environment including: strategic planning, internal and external reporting, program budgeting, and project design. That experience must cover: knowledge of how to apply Agency-wide guidance and policy to meet the circumstances at the Mission level; knowledge of how to gain consensus from senior USAID and other USG officials for a particular course of programmatic action; and the ability to advise Mission staff on the planning and preparation needed to move Mission programmatic objectives forward.

The varied duties and responsibilities of the position also call for broad professional education, training, and knowledge, related to both the technical and administrative aspects of USAID's programming work. Previous experience in the African region and a thorough understanding of U.S. foreign policy goals and objectives for the African region is highly useful.

The ability to write clearly and concisely using approved Agency software, excellent oral communication skills, and strong interpersonal skills are all essential.

### **Work Location/Physical Demands**

Work will be mainly in an office setting, but travel outside Accra may be requested. Travel to the field can be physically demanding, including transport on unpaved roads and rudimentary conditions. While interacting with rural communities, local culture and customs must be respected.

## **II. MINIMUM QUALIFICATIONS**

**To be considered for this position, applicants must meet the minimum required qualifications outlined below. For those who do, further consideration and selection will be based on panel assessment of the Evaluation Criteria, also listed below.**

### **Education and Experience:**

A Bachelor's degree with a minimum of seven years' experience. Relevant fields include – but are not limited to – international relations, international development, public administration, development/area studies, and social studies.

### **OR**

A Master's degree and a minimum of five years' experience as a project or program designer/manager in an international development or international affairs setting is required. Relevant fields include – but are not limited to – international relations, international development, public administration, development/area studies, and social studies.

### **Language Proficiency:**

The candidate must be fluent in both spoken and written English and be able to serve as both editor and drafter when called upon producing high quality narrative. Native level fluency in English (reading, writing, and speaking) is required.

## **III. EVALUATION CRITERIA**

**Applicants who do not meet the minimum education and experience, and language proficiency requirements will not be contacted. Applicants who meet the minimum requirements will be further evaluated based on the evaluation criteria mentioned below.**

### **1. Professional Work Experience**

- Experience managing international development/international affairs strategy and programmatic design and implementation.
- Experience leading and managing diverse teams to design and implement programs, projects, and activities.
- Specific experience on managing for results and facilitating learning and adaptation in programs, projects, and activities.

### **2. Knowledge, Skills, and Abilities**

- Experienced knowledge of the program environment including: strategic planning, internal and external reporting, program budgeting, and project design.
- Demonstrated analytical, policy formulation and programmatic abilities.



- Demonstrated excellent interpersonal, communications, and writing skills.
- Demonstrated ability to work within multicultural work environments.

Offerors determined to be competitively ranked may also be evaluated on interview performance and satisfactory professional reference checks.

#### **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,” available at <http://www.usaid.gov/forms>.
2. 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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than two (2) pages describing how the incumbent’s skills and experience fit the requirements of the position.
5. A current CV/resume. The CV/resume must include: (a) Paid and non-paid experience, job title, location(s), dates held (month/year), and hours worked per week for each position. Dates (month/year) and locations for all field experience must also be detailed. Any experience that does not include dates (month/year), locations, and hours per week will not be counted towards meeting the solicitation requirements. (b) Specific duties performed that fully detail the level and complexity of the work. (c) Education and any other qualifications including job-related training courses, job-related skills, or job-related honors, awards or accomplishments. Failure to identify an academic discipline will result in disqualification.
6. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant’s professional life, namely individuals who are not family members or relatives. Three references must 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.
7. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
8. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

## 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:

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
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.

## VI. BENEFITS

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

### 1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

\*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

## VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

## VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES

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

- a. **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](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

- b. **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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	<b>Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	<b>Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	<b>Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

- c. 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>.
- d. **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> .

[END OF SOLICITATION]

