SOLICITATION NUMBER: 72068322R10001
ISSUANCE DATE: April 06, 2022
CLOSING DATE: April 26, 2022 – 11:59 p.m. (GMT)


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 information.

Sincerely,

Kevin Sarsonk
Executive Officer

Digitally signed by Kevin Sarsonk
Date: 2022.04.04 14:14:06 -01'00'
I. GENERAL INFORMATION

1. RE-SOLICITATION NUMBER: 72068322R10001

2. ISSUANCE DATE: April 06, 2022

3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: April 26, 2022 – 11:59 p.m. (GMT)

4. POINT OF CONTACT: Recruitment team, email at Usaiddakar-hr@usaid.gov

5. POSITION TITLE: USAID Project Management Specialist (Agriculture/Resilience)

6. MARKET VALUE: From Step 1: FCFA 23,812,221 to Step 12: FCFA 32,988,293 equivalent to grade FSN-11 (no relocation benefits; see page 8 for benefits). In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Niger. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a May 1, 2022. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

<table>
<thead>
<tr>
<th>Period</th>
<th>Date Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Period</td>
<td>o/a May 1, 2022 to April 30, 2023</td>
</tr>
<tr>
<td>Option Period 1</td>
<td>o/a May 1, 2023 to April 30, 2027</td>
</tr>
</tbody>
</table>


9. ELIGIBLE OFFERORS: USAID policy is that a Cooperating Country National (CCN), meaning an individual who is a cooperating country (Niger) citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country (including citizens of ECOWAS member states) may apply. A CCN is preferred over a local-hire Third Country National (TCN) in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. A local-hire TCN must only be used when qualified CCNs are not available. Therefore, CCN applications will be screened first. If qualified CCNs are not available, USAID will consider applicants from TCNs.

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

BASIC FUNCTION OF POSITION

The USAID Project Management Specialist, Agriculture/Resilience reports to the Director, Office of Resilience and Agriculture. The Specialist provides programmatic support for a variety of on-going activities in the country. The purpose of this position is to provide high-level professional assistance/guidance, and to assure the effective management of the Niger Resilience and Agriculture
portfolio of activities, including but not limited to, donor coordination, Government of Niger (GON) liaison, strengthening collaboration across portfolio activities, and supporting the overall strategy of USAID/Niger.

The Specialist manages the following: 1. the resilience and economic growth collaboration with regional programs, and 2. private sector engagement across the USAID/Niger portfolio. S/he is part of a multidisciplinary team where members who oversee a wide variety of programs must support one another and play interchangeable roles when necessary. As a senior Cooperating Country National (CCN), the Specialist plays a decisive role in the successful implementation and oversight of the Niger Resilience and Agriculture Office program by providing guidance, expert advice, design and support with respect to program implementation.

S/he must have a working knowledge of the entire Niger program portfolio and keep abreast of key issues that arise in all programs, including conflict prevention/mitigation and peacebuilding principles. The Specialist should be familiar with project/program documentation (task orders, cooperative agreements and grant documents, evaluations, budgets and financial reports, and field trip reports); key reporting documents such as the operational Plan (OP), Mission Resource Request (MRR), and Performance Plan and Report (PPR); outstanding implementation issues as well as work plans and Monitoring Evaluation and Learning plans for activities. S/he maintains working relations with all implementing partners, liaises with key Embassy officials on Mission reporting as required, and ensures normal functioning of the office programs in absence of the office director.

On a regular basis, the Specialist meets with senior GON officials to discuss on-going programs, issues, and potential future collaboration. The Specialist should be highly motivated and capable of working independently and as part of a team.

The job holder is required to perform work-related travel.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Advising Mission on Agriculture/Resilience and private sector investment issues (40% of time)**

1. Provides input for the strategic and technical direction of USAID Niger on resilience, agriculture, and agricultural private sector development for the Mission’s strategic planning activities. This includes climate change activities as they relate to resilience efforts in Niger; land-use management; agricultural research and policy priorities; environmental management.

2. Follows current political, social, economic and food security trends in Niger and provides analysis on how these trends affect the development and implementation of the Mission’s agricultural and resilience programming. This includes the analysis of the agricultural (including investment) enabling environment within Niger as it relates to the country’s political, economic, and social context, especially for women and youth.

3. Participates actively in relevant, Mission-wide activity planning and management decisions to provide expert opinion on agriculture and resilience issues. Works closely with other office technical specialists and implementing partners to review activities for coherence, relevance, and programmatic realism considering Mission goals to enhance resilience, natural resource management, and agriculture.
4. Collaborates closely with the Mission’s Humanitarian Assistance Office to ensure development of more effective participatory processes to promote improved natural resource governance and more environmentally sound exploitation of agricultural resources.

5. Prepares analytical reports to inform the Agriculture/Resilience Team, Mission Management, GoN Officials, local leaders and organizations, and implementing partners on agriculture and resilience issues, including how these activities might support possible other USG activities.

6. Identifies organizations and assesses their interest and ability to support USG resilience efforts in Niger, including improved agriculture and natural resource management.

7. Reviews all written reports submitted by implementing partners and furnishes feedback.

8. Research areas of program intervention and draft concept papers for potential projects, inform the USAID Resilience and Agricultural Office and other mission and regional teams of key progress and challenges pertaining to land tenure in Niger and how these issues could affect achievement of USAID's programs.

9. Research potential new areas of program interventions and drafts concept papers, results packages and activity plans. Participates in program designs, evaluation, technical review, and monitoring, including serving on technical evaluation committees, and submits analysis and recommendations for program development purposes.

**Project Management of USAID/Niger’s Resilience and Agriculture Activities (35%)**

1. Serves as Contract/Agreement Officer’s Representative (C/AOR) or Activity Manager for Mission awards implementing agriculture and resilience activities; monitors and evaluates program performance and ensures that relevant and appropriate program documentation is provided.

2. Serves as liaison officer between private local microfinance institutions and banks and will provide information and assistance in the signing of new Development Finance Corporation (DFC) agreements. The Specialist is the team lead for developing and administering DFC loan guarantee programs in Niger.

3. Ensures monitoring and reporting systems are in place and provides technical input in the development of performance monitoring plans (PMPs).

4. Works closely with Mission monitoring and evaluation specialists and implementing partners to develop Results Frameworks for agriculture and resilience award activities; tracks and evaluates results achievement. Analyzes data and results to confirm their continuing validity. Contributes to the development of the performance information of the agriculture and resilience portfolio for annual results reporting to USAID/Washington (USAID/W).

5. Conducts analysis of program performance and recommends changes in strategic and/or implementation approaches as required.

6. Maintains program and COR/AOR files.

7. Serves as part of the team that coordinates USAID agriculture and resilience programs based out of the West Africa Regional (WA) and Washington to ensure collaboration and efficiencies.
8. Reviews and approves partners’ implementation of annual work plans and budgets; ensures partner compliance with approved work plans and budgets.

9. Monitors expenditures and pipelines; ensures appropriate and timely funding.

10. Reviews and documents implementing partner performance by conducting regular site visits to monitor activities and verify asset use; identifies issues and recommends follow-up actions, ensuring that these are carried out in a timely manner and in a way that benefits the program and the beneficiaries.

**GoN and Other Donor Engagement and Field Work (25%)**

1. Serves as USAID liaison with technical groups on agriculture and resilience; proactively participates in coordination of agriculture and resilience activities and issues with senior GoN Ministry officials, other donor agencies, appropriate local public sector, and non-governmental entities; prepares necessary documents; presents USAID’s position at meetings and briefing USAID management and Embassy on issues and discussions.

2. Maintains active dialogue with other donors, local organizations, and various GoN offices on agriculture and resilience issues and activities; builds contacts to facilitate dissemination of information and coordination of activities. Serves as a USAID/Niger representative to donor coordination groups, including the Strategic Land Tenure Donor Coordination group.

3. Monitors the political environment and other donor activities to inform USAID/Niger programs’ funding and programmatic decisions.

4. Consults with the Bureau for Resilience and Food Security as necessary, the Democracy, Development, and Innovation Bureau and Africa Bureau’s Technical specialists as well as current professional literature to keep abreast of current developments and successful interventions.

5. Represents USAID at national and regional conferences on Agriculture and resilience issues; prepares papers and makes presentations as required.


7. The Specialist serves as point of contact (POC) for regional institutions such as AGRHYMET under the Permanent Interstate Committee for Drought Control in the Sahel (CILSS). In this position, the USAID Program Management Specialist enhances collaboration between Niger-based partners and regional institutions.

**Supervision Received:** The Specialist reports to the Director of the Office of Resilience and Agriculture. 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 results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved. S/he will be expected to perform duties with a minimum of daily supervision and a high degree of independence and responsibility.

**Supervision Exercised:** There are no supervisory responsibilities in this position.
12. PHYSICAL DEMANDS
The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

a. **Education:** Master’s degree in a discipline pertinent to agriculture, food security, development, program management, social sciences, or economics, is required.

b. **Prior Work Experience:** A minimum of five (7) years of progressively more responsible experience managing and implementing programs related to agriculture, finance, energy, natural resources, or water management. Knowledge of Niger’s agriculture and economic reforms is required.

c. **Post Entry Training:** On-the-job training, Introduction to the Program Cycle, Contracting Officer Representative, Agreement Officer Representative, Project Design and Management, Reg. 216 and USAID Environmental Procedures training, Phoenix Accruals, Federal Acquisition Institute Training Application System AOR/COR continuous learning certification. Training in Positive Youth Development, preventing gender-based violence, conflict-sensitive programming, and gender sensitivity is also required.

d. **Language Proficiency:** Level IV speaking and writing French and English is required and will be tested. Speaking skills in one or more local languages is required.

e. **Job Knowledge:** In-depth professional-level knowledge of development principles, concepts, and practices in resilience programming, especially as they pertain to agriculture, natural resources management and/or water management. Knowledge and understanding of the economic, political, social, and cultural characteristics of Niger; and the economic development problems, resources, and resource constraints, and development prospects and priorities of Niger.

   Comprehensive knowledge of agriculture programs and policies, agricultural trade and food security and resilience policies, land tenure and macro-economic, legal and policy framework of the GoN, specifically as it relates to agriculture development and resilience initiatives.

   Broad knowledge of current political, social, economic, and strategic factors in Niger and an excellent understanding of the complexity of Niger’s organizational structure, bureaucracy, and the ongoing reform processes.

   Considerable familiarity with approaches and goals of development organizations and other partners and their approaches to Agriculture and resilience programs. Must understand the changing direction of the agriculture and resilience sectors in Niger, especially as they affect women and youth.

   Knowledge and understanding of the organization and respective roles of the different branches in the GoN, to enhance effective communication, and to develop consensus on program/project strategy and implementation plans. Broad understanding of the GoN financial management system with particular emphasis on the Ministry of Agriculture and Livestock and the HC3N Initiative.

f. **Skills and Abilities:** Excellent leadership, communications, and interpersonal skills. Must be able to work effectively with a broad range of USG personnel and partners and have demonstrated skills in donor coordination and collaboration.
Ability to work both independently and in a team environment to achieve consensus on policy, program and administrative matters is a must. Must have proven ability to communicate clearly and concisely – both orally and in writing in English and in French. Substantial innovation and creativity are required in performance of duties.

Demonstrated ability to make sensitive oral presentations logically and persuasively to senior USG and GoN officials and other donors. Excellent verbal communication skills, tact and diplomacy are required to establish and develop sustainable working relationships at the highest level and to create a high level of trust with public/private organizations. Verbal communication skills are also used to negotiate activity plans and resolve activity implementation issues with counterparts, partners, and team members. Ability to communicate technical information to finance and non-finance audiences. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers. Excellent computer skills (Google applications, MS word, Excel, Power Point, and Outlook, and other relevant software) are required. Good computer skills are required to implement, analyze, and monitor, and manage activity goals, inputs, outcomes, and achievements, both program and impact

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.

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 who do not meet the minimum requirements 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.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System
1. Education Pass/Fail based on the diploma required in the offer
2. Work Experience (40%)
3. Language skills (10%)
4. Job Knowledge (25%)
5. Skills and Abilities (25%)
USAID policy specifies that a cooperating country national (CCN) is preferred over a third country national (TCN.) Therefore, CCN and TCN offers will not be evaluated together. USAID will evaluate CCN offers first and if the CO determines that there are no qualified CCNs, only then will USAID evaluate TCN offers.

IV. SUBMITTING AN OFFER

To ensure consideration of applications for the intended position, Offers must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: usaiddakar-hr@usaid.gov with the following email subject line: [name of applicant] SOLICITATION 72068321R10001 Agriculture/Resilience Specialist.

Qualified applicants are required to submit the following five (5) items in separate email attachments in one email submission:

1. Cover letter: The cover letter should contain an overview of the applicant’s qualifications and must state how the applicant meets the technical evaluation criteria: 1) minimum education, language proficiency, years of prior work experience requirements, and 2) knowledge, skills and ability, listed above in the section entitled Evaluation and Selection Factors. The filename should be: Cover letter [name of applicant] SOLICITATION 72068322R10001.

2. Current résumé/curriculum vitae (CV). The CV/résumé must contain sufficient relevant information to evaluate the application in accordance with the stated technical evaluation criteria, listed above. The title of the file should be: Resume/CV [name of applicant] SOLICITATION 72068322R10001.

3. Applicants are required to provide no less than five (5) references who are not family members or relatives. References should include not less than three (3) from current or former supervisors (from both paid or volunteer work) who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate e-mail addresses for all references. The filename should be: References [name of applicant] SOLICITATION 72068322R10001.

4. Offeror Information for Personal Services Contracts form AID 309-2 which can be found at http://www.usaid.gov/forms/. Offerors are required to complete and sign the form.

5. Copies of relevant academic degrees/diplomas, certificates, and other documents (such as short writing samples) supporting the application should be submitted in a single searchable PDF file. The filename must be: Supporting documents [name of applicant] SOLICITATION 72068322R10001.

Offers must be received by April 26, 2022 and submitted to usaiddakar-hr@usaid.gov. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission and as the subject line in any cover letter. The highest-ranking applicants may be selected for an interview.

ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH except for supporting documents.
V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

Benefits: Annual bonus and Medical insurance.
Allowances: Transportation, Housing, Education and Seniority.

VII. TAXES

In accordance with Mission policy and local labor laws.

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

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


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.
Clearance

Name: Idrissa Issoufou       Date: 04/04/2022
Title: A/Office Director AG/Resilience