



**USAID**  
FROM THE AMERICAN PEOPLE

ISSUANCE DATE: MARCH 05, 2021

CLOSING DATE: MARCH 31, 2021 midnight Local  
Time (GMT - SIERRA LEONE)

**SUBJECT: SOLICITATION NUMBER 72063621R00001 FOR A RESIDENT-HIRE U.S. PERSONAL SERVICES CONTRACTOR AND THIRD COUNTRY NATIONALS - DEMOCRACY & GOVERNANCE ADVISOR FOR SIERRA LEONE**

Dear Prospective Offerors:

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

Offers must be in accordance with the **Attachment** 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,

/signed/  
Ifeoma Ezeh  
Contracting Officer

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72063621R00001
2. ISSUANCE DATE: March 05, 2021
3. CLOSING DATE & TIME FOR RECEIPT OF OFFERS: March 31, 2021 at midnight local Time (GMT - Sierra Leone)
4. POINT OF CONTACT: HR TEAM at [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov)
5. POSITION TITLE: DEMOCRACY & GOVERNANCE ADVISOR
6. MARKET VALUE: GS-14 (\$93,907.00 to \$122,077.00) is the equivalent market value for this position. Final compensation will be negotiated within the listed market value. **Salaries over and above the top of the pay range will not be entertained or negotiated.**
7. PERIOD OF PERFORMANCE: One year with three renewable one-year option periods.

The base period will start on or about 09/12/2021 and end on or about 09/11/2022. Based on Agency need, the Contracting Officer may exercise additional option periods for the dates estimated as follows:

<b>Base Period:</b>	<b>09/12/2021 - 09/11/2022</b>
<b>Option Period 1:</b>	<b>09/12/2022 - 09/11/2023</b>
<b>Option Period 2:</b>	<b>09/12/2023 - 09/11/2024</b>
<b>Option Period 3:</b>	<b>09/12/2024 - 09/11/2025</b>

Extensions will be contingent on satisfactory performance, continued need for the services and availability of funds.

8. PLACE OF PERFORMANCE: Freetown, Sierra Leone with travel to Conakry, Guinea.
9. ELIGIBLE OFFERORS: Resident-Hire U.S. citizens, Green Card Holders and Third Country Nationals

**DEFINITION OF A U.S. CITIZEN:**

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

"Resident Hire U.S. Personal Services Contractor means a U.S. citizen or resident alien who, at the time of contract award, (i) resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that (ii) is a spouse or dependent of a U.S. citizen or resident alien who resides, or U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

10. SECURITY LEVEL REQUIRED: FACILITY ACCESS

## **11. STATEMENT OF DUTIES:**

### Overview

USAID's Guinea-Sierra Leone Mission requires the contracted services of a development assistance expert with strong interpersonal, organizational and technical skills to provide leadership and build the capacity of its Democracy & Governance program in the USAID Office of Sierra Leone Coordination (OSLC) located in Freetown.

USAID's Freetown office (OSLC) comprises a growing team that works closely with technical and support offices in Guinea, Senegal, Ghana and Washington, DC in managing a multi-sector portfolio that includes Democracy, Rights & Governance activities to strengthen democracy, gender equality, conflict mitigation, governance and related cross-sectoral programs (such as governance in the public health sector) in Sierra Leone.

Sierra Leone represents a young democracy that is striving to overcome extreme poverty while rebuilding its public health system in the aftermath of the Ebola virus epidemic (2014-2016) and during the current COVID-19 pandemic. Sierra Leone suffered a tragic civil war from 1991 to 2002, and still faces significant development challenges. Yet the country also offers opportunities for progress in such areas as decentralized governance, anti-corruption efforts and women's rights in the aftermath of the comparatively peaceful and orderly General Elections of March 2018.

The Senior Democracy, Rights and Governance Advisor will lead the Mission's DRG program in Sierra Leone and will perform a range of duties to support the drafting, implementation and monitoring of Mission strategies, program designs and descriptions, procurement documents, and management/supervision of program activities in the democratic, human rights and governance (DRG) sector. The Senior Advisor will represent the mission on DRG-related issues with the U.S. interagency, host country counterparts, implementing partners, and other donors and actors in the sector. The DRG Advisor will accomplish this in a team approach with USAID/Freetown's DRG Project Management Specialist, who will report directly to the DRG Advisor. A key component of the DRG Advisor's work will be to mentor and ensure professional growth for the DRG Specialist, with the goal of building the capacity of the DRG Specialist to ultimately manage the DRG portfolio.

The assignment will be for 12 months, with potential for annual contract renewals subject to sufficient performance and availability of funds.

### **A. Major Roles and Responsibilities**

#### Program Management and Development Objective Achievement Responsibility

- The Senior Democracy, Rights and Governance Advisor will provide leadership and have discretion to exercise judgment in the planning, development and management of the DRG program, including: development of policy recommendations; determination of work priorities; making decisions on activity implementation matters; identifying and resolving program issues; assuring that all activities are carried out in a technically sound and cost-effective manner; and assuring activities are carried out in accordance with all applicable USAID requirements.
- The Advisor will work with the USAID DRG Project Management Specialist to design, report on, and oversee the implementation of a portfolio of activities that respond to country needs, in consultation with the USAID Representative in Sierra Leone, the broader OSLC team and USAID colleagues in Conakry, Accra, Dakar and Washington, DC on DRG-related issues. The Advisor plays a critical role in formulating the content of USAID's assistance and ensuring

coordination with the State Department and other United States Government (USG) agencies.

- The Senior Advisor will be relied upon to provide technical and policy advice to and work closely with colleagues in USAID, the Department of State, other USG agencies, donor agencies, implementing partners, recipients, contractors, customers, and other stakeholders. S/he will provide subject matter expertise on civil society, elections, governance, conflict mitigation, gender, youth, media and public messaging issues relevant to the Democracy, Rights and Governance portfolio in Sierra Leone, steering and mentoring the DRG Specialist in these areas. As the subject matter specialist, the Senior Advisor will prepare written policy papers and provide oral briefings as needed.
- S/he will lead the DRG team in coordinating closely with USAID/Freetown's broader OSLC team, ensuring a strategic, coordinated approach to public sector reforms, citizen participation and capacity development as cross-cutting issues across the office's portfolios. The DRG team will also work closely with the OSLC Program Advisor to meet the needs of USAID's program cycle.
- The Senior Advisor will maintain a diplomatic and productive dialogue with host country officials at the technical level up to and including the ministerial level. S/he will develop a strong working relationship with host country government counterparts, implementing partners and key stakeholders including private sector and civil society actors to gain knowledge, identify needs, and promote shared priorities.
- S/he will develop and maintain effective dialogue with USAID program implementers in Sierra Leone, and lead coordination in program design, information sharing and activity implementation among stakeholders.
- Managing the DRG program in Sierra Leone requires not only significant depth of technical expertise, but also an ability to function across a wide range of skills and abilities -- from interaction with senior levels of both USG and host government, to staff empowerment and team-building, to managing the intricacies of day to-day award management.
- Serve as Contracting Officer's Representative (COR) or Assistance Officer's Representative (AOR) for assigned contracts and grants, or as the Technical Representative for grants to public international organizations, sharing AOR/COR roles and responsibilities with the DRG Specialist. The Advisor will take full project and activity management responsibility for DRG and health governance activities that will be assigned to her/his portfolio in accordance with USG procurement regulations. The AOR/COR/ Technical Representative functions include responsibility for monitoring the implementation of activities, monitoring pipelines, processing obligation actions, and responding to requests for approvals or modifications to specific activities. It also may include writing technical justifications for changes to ongoing programs, objectives, activities or indicators. The Advisor will ensure the DRG team works closely with the Office of Financial Management to review and assess quarterly accruals and disbursements, and track funding pipelines to ensure compliance with USAID guidelines.
- Design development activities to meet Mission strategic objectives. This includes preparing statements of work or program descriptions, requests for proposals/applications, Acquisition and Assistance requests, decision memos, Congressional Notifications, inter-agency agreement letters, etc.
- Participate actively in procurement processes, including activity designs and supporting documentation, in consultation with USAID's Office of Acquisition and Assistance and USG stakeholders. Supervise and/or help write and review procurement documents including, but not limited to: GLAAS requests, requests

for proposals, requests for assistance, action memos, justifications and annual program statements as applicable. Serve, as needed, as a member of technical panels reviewing bids or proposals for the provision of technical assistance, commodities, or the award of contracts/grants.

- Fully understand U.S. foreign policy in Sierra Leone. Represent USAID in international bodies and promote projects that help meet U.S. foreign policy objectives. Provide briefings to U.S. and foreign officials and other donors on USAID programming in the region as necessary. Contribute to briefers or testimony for high level U.S. Government staff. Maintain contact with USAID/Washington staff on latest democracy, rights and governance policy and technical issues.

#### Monitoring & Evaluation:

The Advisor and team will work closely with the Mission's Program Office Monitoring and Evaluation Team on performance monitoring and regular evaluations of USAID-managed public sector reform activities. This includes:

- review of quarterly and annual program and financial reports from program partners;
- review partner reports, paying particular attention to the data pertaining to:
  - activity performance indicators as identified within the Performance Management Plan (PMP) and Operational Plan;
  - program objectives achievement, methodology and lessons learned, including attention to inputs, output and expected outcomes including economic, social, cultural and technical factors;
  - financial indicators (e.g., expenditures, burn rate/pipeline analysis and congruity of expenditures against activities); and
  - justifications for incremental funding.
- Tracking the collection of performance data that originate from various sources such as USAID/Guinea and Sierra Leone's implementing partners, local partners and other international organizations;
  - Preparing inventories of current indicators, information collected and information still needed;
  - Devising more efficient methods for collecting information;
  - Verifying data reliability and accuracy;
  - Determining that the information gathered responds to the indicators of the Annual Report and related performance monitoring plans
- Travel as needed in Sierra Leone to coordinate and monitor field operations, identify program implementation constraints, and assess and facilitate progress towards planned results.
- Assess impact and propose new directions for public financial management, decentralization, civil service or other public sector reform, civil society or media strengthening, inclusive democratic participation, and/or other activities to strengthen democratic governance. The Advisor should ensure that activities are carried out in accordance with all applicable Mission and Agency directives and requirements.
- Prepare required documents including trip reports, briefing papers, reporting cables and results reports.

Strategy Development Function:

- Provide analysis, advice and recommendations regarding the formulation of program strategy to the USAID/Freetown and broader Mission team on issues related to the Democracy, Rights and Governance portfolio.

Contribute to Mission-level Planning and Reporting:

- Working closely with the Mission's Program Office Monitoring and Evaluation Team, the Senior Advisor will be responsible for data collection and synthesis for select sections of the USAID/Sierra Leone Congressional Budget Justification, Annual Operational Plan, Performance Plan and Report, Strategic Framework, and satisfying other program management requirements as described in USAID's Automated Directive System (ADS) 200 Series.
  - Utilizing, as appropriate, partner reports to contribute quantitative and qualitative input into the Mission's annual reporting requirement.
  - Ensure effective responses to Program Office requests for participation or information, such as participation in strategic planning exercises, or information for newsletters, other USG agencies, USAID/Washington, the U.S. Congress, etc.
  - Gather the latest information about developments pertaining to the Senior Advisor's portfolio and report such information as requested by the USAID Representative, Program Office, and other Mission management and staff.
  - Perform tasks which are consistent with the advisory, managerial, and reporting requirements of the Senior Advisor's position.
  - Accompany, brief and guide visiting Congressional Delegations, Staff Delegations, and other mid-to-high level delegations from the United States and other countries as necessary.
  - Maintain contact and dialogue with donor organizations as well as non-governmental organizations (NGOs).
- Organize donor coordination events in support of program activities.

**SUPERVISORY RELATIONSHIP:**

**Supervision Received:** The Advisor will work under the direct supervision of the USAID Representative in Sierra Leone or her/his designee. The supervisor will assist the Advisor to: 1) establish annual work objectives and performance measures; 2) review work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; and 3) assess the incumbent's performance seeking input from appropriate USAID/Guinea and Sierra Leone team members and external stakeholders. As the incumbent is expected to work with a high degree of independence, s/he must be able to establish priorities, adhere to and meet deadlines, and perform responsibilities and duties with minimal guidance.

**Supervision Exercised:**

The Advisor will manage one senior Cooperating Country National (CCN) staff member. The Advisor will assist the DG CCN staff member in: 1) establishing annual work objectives and performance measures; 2) reviewing work outputs and accomplishments to ensure compliance with Agency policies, and implementation of best practices; and 3) assessing the incumbent's performance, seeking input from appropriate USAID/Guinea and Sierra Leone team members and external stakeholders.

*If a third country national (TCN) is selected for award, during the period of this contract, the TCN personal services contractor must provide at least 10*

hours/week of training to a cooperating country national (CCN) designated by USAID. The TCNPSC's Supervisor will establish a training plan with benchmarks to measure the TCNPSC's progress toward achieving this training deliverable.

12. **PHYSICAL DEMANDS:** The work does not involve undue physical demands but travel to worksites and other offices is occasionally warranted.

## II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, an applicant must have the following minimum qualifications.

**EDUCATION:** A Master's degree in public administration, management, international development, social sciences or other closely related field is required.

**WORK EXPERIENCE:** At least ten years of work experience in private, civil society and/or public service sectors, including at least five years designing, managing and evaluating development projects with increasingly responsible project or organizational management/leadership, project design, and project development experience is required.

## 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>

### (a) Selection Process

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates may be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

"USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers."

### (b) EVALUATION FACTORS AND BASIS OF RATING:

Applicants who clearly meet the Education/Experience requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance.

**Factor # 1: JOB KNOWLEDGE (30 Points)**

- Program management: Knowledge in assessing, designing, managing and evaluating projects related to democratic governance. Demonstrated project management skills, including previous experience in contract and/or grants management, including budget/financial management.
- Development experience: Current professional knowledge of development assistance issues and development approaches, including the ability to formulate country strategies and translate them into activities that contribute to improving development indicators.
- Technical sector expertise: Current, specialized technical knowledge and best practices for promoting more active and inclusive civic participation in governance, including in the electoral process, and in strengthening democratic governance in general. conflict management and mitigation (CMM), and/or development (such as public sector reform, public financial management, building organizational capacity, civil society strengthening or advocacy, gender equality, inclusive democratic participation and human rights).

**FACTOR #2: SKILLS & ABILITIES (30 Points)**

- Management:
  - Supervision: Ability to lead, supervise and build the technical and general professional capacity of one CCN (national) staff member through outcome-oriented mentorship.
- Communication / Team skills:
  - Teamwork: A strong ability to serve as team leader and to build consensus within a larger Mission-wide team. Ability to develop and maintain productive working relationships at all levels, including with USG inter-agency colleagues, host government officials in Sierra Leone, the heads of other donor agencies, and partner organizations.
  - Communication skills: Excellent English (Level IV) language communication skills, both written and oral, including public speaking skills (as the incumbent may be called upon to deliver presentations before large and varied audiences) are essential. Demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

**FACTOR #3: INTERVIEW PERFORMANCE (40 Points)**

Professional reference checks will be conducted but yield no points.

**IV. SUBMITTING AN OFFER:**

All applications must be submitted electronically by e-mail with the subject line - [REDACTED] to [conakrypscjobs@usaid.gov](mailto:conakrypscjobs@usaid.gov)

Attention: Supervisory Executive Officer, USAID/Guinea & Sierra Leone

- Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror information for Personal Services Contracts," available at <http://www.usaid.gov/forms/>

(Note: All offerors must submit complete dates (months/years) and hours per week for all positions listed on the Form a309-2 to allow for adequate evaluation of your related and direct experiences.)

- 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, item 4**.
- Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
- In **750-1000** words each, address each of the two Evaluation Factors above - Factor 1. Job Knowledge and Factor 2. Skills & Abilities
- Cover letter and a current resume/curriculum vitae (CV). The CV/resume 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.
- Offerors must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide substantive information about his/her past performance and abilities. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

**Application letters and Form a309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. ALL DOCUMENTS MUST BE PREPARED AND SUBMITTED IN ENGLISH.**

The final selected candidate must obtain **security and medical clearances** within a reasonable period of time. USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time or negative suitability issues are involved, any offer made may be rescinded.

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

**V. LIST OF REQUIRED FORMS FOR PSCS:**

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

- 1) Application for Application for Federal Employment (AID 309-2).
- 2) Medical History and Examination Forms (DS-6561 and 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.

Based on employment category, a temporary security clearance must be obtained prior to contract start date.

**VI. BENEFITS/ALLOWANCES:**



fringe benefits (except contributions for FICA, health insurance, and life insurance), including differentials and allowances." As a matter of policy, and

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & 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) Annual and Sick Leave

**VII. FEDERAL TAXES: USPSCs 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](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.

**LINE ITEMS**

ITEM NO. (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497) - Accounting Info:	1	LOT	\$__ TBD	\$_TBD at Award after negotiations with Contractor
1001	<b>Option Period I - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: (R497) - Accounting Info:	1	LOT	\$__TBD	\$_TBD at Award after negotiations with Contractor
1002	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497)	1	LOT	\$__ TBD	\$_TBD at Award after negotiations with Contractor

	- Accounting Info:				
1003	<b>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: R497) - Accounting Info:	1	LOT	\$__ TBD	\$_TBD at Award after negotiation s with Contractor

4. 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>.

5. Acquisition & Assistance Policy Directives AAPD 20-08 "Leave & Holidays for CCNPSCs and TCNPSCs, including country leave for qualifying posts for eligible TCNPSCs 6-2. See link below for more information.

<https://www.usaid.gov/work-usaid/aapds-cibs/aapd-20-08>

6. **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>.

#### 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, physical handicap, genetic information, age or membership or non-membership in an employee organization, retaliation, parental status, military services, or other non-merit factor.

END OF SOLICITATION