



USAID | MALI
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068821R10003

ISSUANCE DATE: May 6, 2021

CLOSING DATE AND TIME: May 27, 2021/ 5PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC – Project Management Specialist (WASH))

Dear Prospective Offerors/Applicants:

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 General Information section of the solicitation.

Sincerely,

Douglas Quiggle
Supervisory Executive Officer (CO)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068821R10003
2. **ISSUANCE DATE:** May 6, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 27, 2021/5 PM
Bamako Local Time
4. **POINT OF CONTACT:** Human Resources Section, email at bamakohrmvacancies@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (WASH)
6. **MARKET VALUE:** *FCFA 21,897,069 TO FCFA 33,940,461* equivalent to **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of USAID/Mali, final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation and estimated to start o/a July 2021.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Position Description (PD).
9. **ELIGIBLE OFFERORS:** All interested CCN (Cooperating Country National) candidates eligible to work in Mali. A 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:** Security certificate (Certification)
11. **STATEMENT OF DUTIES:**
 1. The position will provide leadership, program management and technical support for USAID water and sanitation-related programs. The Project Management Specialist (Water, Sanitation and Hygiene Advisor) will: 1) Lead efforts to design and manage targeted Mission programs that focus on improving water supply, sanitation, and hygiene; 2) Lead efforts to monitor and evaluate all Mission activities contributing toward improved water supply, sanitation, and hygiene; 3) Provide overall technical analysis and guidance to the Mission on strategies to improve water supply, sanitation, and hygiene; 4) Serve as a liaison between USAID and other USG agencies, national WASH partners in government, NGO, and donor agencies. The incumbent will serve as an Agreement Officer's Representative/Contract Officer's Representative (AOR/COR) or Activity Manager and provide oversight and direction to activities conducted by Implementing Partners (IPs) under Contract, Cooperative Agreement, and/or Grant. The Project Management Specialist (Water, Sanitation and Hygiene Advisor) is expected to guide, coordinate, manage and

monitor the water, sanitation, and hygiene related portfolio of the country, leading to successful outcomes. S/he must interact with a range of colleagues involved in the sector, maintain oversight of the overall sector impacts, and ensure the efficient use of resources.

2. Statement of Duties to be Performed:

Sector Leadership and Strategy

Lead efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in the country. Lead efforts to identify, prioritize and address key technical challenges, and policy and institutional structures, constraints and opportunities in sustainable water and sanitation service provision and management in the country, including those related to private sector participation in the sector. Identify opportunities to use available USAID field support mechanisms to expand water supply and sanitation coverage and improve hygiene and to leverage resources from other related funding streams, e.g., climate change, food security. Play a key role in identifying and coordinating among the various USG and internal USAID water, sanitation and hygiene-related activities and players. Actively engage with government, other donors and organizations involved in the sector to promote collaborative planning toward long-term sustainable solutions.

Project Management

Develop concept papers, scopes of work, USAID program/project activity design documents and bilateral and multilateral agreements related to the design of water, sanitation, and hygiene related programs. Support the design and implementation of targeted water, sanitation and hygiene program and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the World Act and its associated earmarks and contribute to data collection and synthesis. Document development impacts and resolve implementation issues in an efficient and professional manner. Develop, maintain, and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities, and the media to identify and implement efforts to increase synergy among the key stakeholders. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

Advisory and Technical Services

Provide briefings to USAID and its partners on the status of USAID water, sanitation, and hygiene activities in-country. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues. Provide technical input to program and strategy design and planning based on knowledge

of international best practice and the constraints presented in-country. Help in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.

3. Supervisory Relationship:

The incumbent works under the general supervision and policy guidance of WASH/Water Team Lead, who will review and approve his/her work plan and performance measures. The incumbent is also expected to collaborate with the Program office where appropriate.

4. Supervisory Controls:

This position has no supervisory responsibilities.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Bachelor's degree in environmental management, public health, agricultural engineering, economics, or related field is required.
- b. **Prior Work Experience:** Minimum 5 years of progressive management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country. The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs, and people. Experience in the areas of sustainable rural and urban water supply provision, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, and program design. Experience in analyzing sector data and translating into practice.
- c. **Post Entry Training:** On the job training in USAID programming and implementation procedures. ADS related training. Formal AOR/COR training is required for successful performance in the position and will be provided. Appropriate training courses will be offered, subject to course offerings and the availability of funds.
- d. **Language Proficiency:** Level IV (fluent) in English and French language, both written and spoken, is required. English language competence will be tested.
- e. **Knowledge:** Direct experience in the management of other bilateral or multilateral donor-funded projects. Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camps. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc. Good understanding of strategy, programming and implementation activities related to WASH. Knowledge of water and sanitation sector development in the relevant region, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community

governance, financing, environmental sustainability, and social/cultural issues including gender.

- f. **Skills and Abilities:** Demonstrated ability to function independently in complex, frequently changing political and economic conditions. Ability to manage resources, programs and people and interact effectively with representatives of national and local governments and USG agency staff. Good Interpersonal and team building skills.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The EXO(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 EXO(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 EXO(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.

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on Technical Evaluation Committee's assessment of the selection factors listed below.

RELEVANT PRIOR WORK EXPERIENCE (25 points):

- Minimum 5 years of progressive management experience in urban and rural water supply, sanitation, and hygiene improvement, including work in environments comparable to those of the country.
- The position requires a combination of managerial, technical, design and analytical abilities combined with the demonstrated ability to manage resources, programs, and people.
- Experience in the areas of sustainable rural and urban water supply provision, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, and program design.
- Experience in analyzing sector data and translating into practice.

KNOWLEDGE (35 points):

- Direct experience in the management of other bilateral or multilateral donor-funded projects.
- Direct hands-on experience on improving water and sanitation services and hygiene promotion in rural areas, informal urban settlements, and/or displaced persons camps.
- Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, etc.
- Good understanding of strategy, programming and implementation activities related to WASH.
- Knowledge of water and sanitation sector development in the relevant region, including understanding of emerging, evidence-based approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues including gender.

SKILLS & ABILITIES (40 points):

- Demonstrated ability to function independently in complex, frequently changing political and economic conditions.
 - Ability to manage resources, programs and people and interact effectively with representatives of national and local governments and USG agency staff.
 - Good Interpersonal and team building skills.
- | | |
|--------------------------|-----------|
| 1. Prior Work Experience | 25 points |
| 2. Knowledge | 35 points |
| 3. Skills and Abilities | 40 points |

Applicants are required to address each of the selection factors on a separate sheet describing specifically and accurately what prior work experience, knowledge, skills and abilities they have received relevant to each criterion as listed above, and any related considerations.

How the selection will be made: The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level. TEC shortlisted applicants will be contacted (Step 2) for testing (if only applicable) and interviews. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment and forward that list a form of a recommendation memorandum to the Supervisory EXO, through HR. EXO/HR or the TEC will conduct reference checks (Step 4) . References may be solicited from current as well as former supervisors in addition to the references provided in the application package.

Note:

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified by the Supervisor to the EXO(CO). Current employees with an “Overall Summary Rating of Needs

Improvement” or “Unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted and provided with guidance for the next step process.

1. **Resume** or **curriculum vitae** (CV) relevant to the position for which the applicant is applying.
2. **Cover letter** of not more than three (3) pages describing how the incumbent’s skills and experience fit the requirements of the subject position and minimum qualification requirements.
3. Applicants must submit a **Supplemental Document** within three (3) pages outlining how they meet each selection requirement (Relevant Work Experience, Knowledge, Skills and Abilities). The document should describe what experience, training, knowledge and/or awards or recognition they have received relevant to each criterion, and any related considerations.
4. Applicants are required to provide five (**5**) **Professional References** with complete contact information including email address and telephone number(s). References should have knowledge of the candidate’s ability to perform the duties set forth in the solicitation and **must not be family members or relatives.**
5. Copy of **Degrees/Diploma, Work Certificates, Recommendation Letters** or any **relevant Academic Transcripts.**
6. Applicants must provide their full **Address** with **Telephone, Email address.**
7. Applicants should retain for their records, copies of all enclosures that accompany their submissions.
8. 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.**
9. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: **72068821R10003**

All CV/Resumes, Supplemental Document and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Executive Office/CO informs the successful applicant about being selected for a contract award, the EXO/CO will provide the successful applicant instructions about how to complete the following:

1. Conditional Selection Letter
2. Medical Examination/Statements
3. Security Eligibility for Certification
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
5. Employee Biographical Data Sheet (Form AID 1420)
6. Responsibility Determination

VI. BENEFITS AND ALLOWANCES (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, transportation and miscellaneous allowances, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES

The successful Applicant will be subject to host country tax 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>.

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: Cost - Product Service Code: R497 - Accounting Info: 688-PROGRAM | 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>

IX. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ End of Solicitation~