SOLICITATION NUMBER: 72068022R10006

ISSUANCE DATE: June 27, 2022

CLOSING DATE/TIME: July 29, 2022, at 12:00 noon Cotonou Local Time

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) USAID Project Management Specialist (Local Partner/Organizational Development)

(Local Compensation Plan)

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through V of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

James Berscheit
Regional Supervisory Executive Officer
West Africa

U.S. Agency for International Development
C/O American Embassy, 01 B.P. 2012
Cotonou, BENIN

Tel: (229) 21-36-76-00, 21-30-06-50
Fax: (229) 21-30-12-60
http://www.usaid.gov/bj
I. **GENERAL INFORMATION**

1. **SOLICITATION NO:** 72068022R10006

2. **ISSUANCE DATE:** June 27, 2022

3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** July 29, 2022, at 12:00 noon Cotonou Local Time

4. **POINT OF CONTACT:** Clemencia Acacha Bonou at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov

5. **POSITION TITLE:** USAID Project Management Specialist (Local Partner/Organizational Development)

6. **MARKET VALUE:** FCFA 18,024,666 – FCFA 33,345,636 equivalent to FSN-11
   In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID/Benin Final compensation will be negotiated within the listed market value.

7. **PERIOD OF PERFORMANCE:** Five-year renewable contract. The estimated start date for this position is October 2022 or sooner. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.

8. **PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.

9. **ELIGIBLE OFFEROR:** Both Cooperating Country National (CCN) and Third Country National (TCN) Personal Service Contractor (PSC) are eligible offerors. (Per ADS309.3.1.4 (d) Order of Preference for Types of PSCs).

10. **SECURITY LEVEL REQUIRED:** Employment Authorization

11. **STATEMENT OF DUTIES**

    a) **General Statement of Purpose of the Contract**

    As countries progress towards HIV/AIDS epidemic control, the point at which new HIV infections have decreased and fall below the total number of deaths among HIV-infected individuals, care and treatment for people living with HIV (PLHIV) is critically important, both to keep PLHIV alive and healthy, but also for treatment as prevention – reducing the amount of virus in a person’s blood to undetectable levels so that there is effectively no risk of transmission. The President’s Emergency Plan for AIDS Relief (PEPFAR) has set an ambitious goal of transitioning 70% of programming to local partners by 2021. Local partners have been closely involved in the HIV response and throughout the PEPFAR program, and this effort will help advance countries along their journey to self-reliance.
The Project Management Specialist - Local Partner/Organizational Development (the “Specialist”) is an expert specialized in working with local organizations to strengthen their organizational capacity to deliver HIV/AIDS and other social services and fulfill their respective mission. S/he serves as an expert to help build the capacity of local partners in development and improvement organizational systems and policies that meet rigorous standards, including U.S. government requirements through hands on mentorship and coaching with an emphasis on community level interaction and feedback systems. The incumbent oversees the USAID Health Office’s efforts to transition awards to local partners and represents the agency’s efforts to the Ministry of Health (MOH), USG interagency, international and bilateral organizations and other development partners in-country. In this capacity, the incumbent spends a significant amount of time engaging directly with local partners both locally and in the field.

b) **Statement of Duties to be performed**

**Technical and Strategic Leadership**

1. Serve as USAID’s technical expert on the organizational development of local (indigenous) partner organizations and provide senior/high level technical guidance to the Mission, the PEPFAR interagency team, the host country government, notably the MOH, and to other development partners on issues pertaining to organizational development.

2. Provide overall guidance and direction to the capacity strengthening of local (indigenous) partner organizations, and oversee the implementation of organizational development plans, ensuring requisite technical support is available to partners to support these efforts.

3. Provide expert technical assistance and support to local partner organizations in the following organizational development areas: governance; administration; human resources; financial management; organizational management; and project management.

4. Work closely with Technical Advisors to ensure the quality of programs implemented by local partner organizations are simultaneously being addressed.

5. Provide expert advice and guidance to other HIV/AIDS Team colleagues on matters related to organizational development and capacity building of local partner organizations.

6. Provide oversight to annual HIV funding directed to local partner organizations and ensure costs related to organizational development are allocated appropriately and utilized effectively.

7. Through literature review, research and regular communication with local and international stakeholders, keep abreast of emerging developments in organizational development approaches, especially as they pertain to indigenous organizations and the national and global HIV care and treatment landscape, and advise accordingly on how these policies and strategies can most effectively be incorporated to enhance USAID’s approaches.
8. In collaboration with the Strategic Information Team, advise on the development of tools (such as dash boards) that support monitoring organizational development and continuous learning and adapting.

9. Provide strategic and technical leadership in the preparation of key annual and mid-term planning and reporting documents including the Country Operational Plan, Operational Plan, Congressional Budget Justifications, Technical Notifications, Quarterly, Semi-Annual and Annual Progress Reports.

10. Support PEPFAR’s annual budget preparation process, providing technical assistance to USG financial teams and technical working groups in completing the PEPFAR Funding Allocation to Strategy Tool (FAST) and any other new tools that may be provided for use in the planning processes.

11. Participate in and ensure the effectiveness of Site Improvement Monitoring System (SIMS) and other field visits.

12. Identify and arrange for procurement of short-term technical assistance (STTA) and ensure that objectives and outcomes of the STTA are consistent with and support the furtherance of the Mission HIV/AIDS portfolio.

13. Organize site visits and prepare orientation materials for delegations from OGAC, USAID Headquarters, State Department, and other agencies.

Program/Project/Activity Management

1. Serve as Contracting or Agreement Officer’s Representative (COR/AOR) or Activity Manager (AM) for the Mission’s HIV activities awarded to local partners, with responsibility for providing financial and programmatic oversight to ensure contracts and grants achieve anticipated results, and are linked to and enhance attainment of the Health Office, Mission and USG objectives.

2. Conduct site visits as required in order to monitor progress, and to provide technical and programmatic recommendations to ensure effectiveness, efficiency, and judicious use of USG funding.

Representation and Reporting

1. Represent USAID and PEPFAR at designated national, regional and international meetings that relate to organizational development and local partners, including regular participation in national level technical working groups and related committees.

2. Represent USAID on the inter-agency USG PEPFAR on issues pertaining to organizational development and local partners.

3. As requested by the Mission Director, Health and HIV Office Director or HIV/AIDS and TB Unit Leader, represent USAID at meetings outside of the HIV/AIDS field when needed.
4. As a member of the PEPFAR Team, respond flexibly and capably to a wide range of work-related requirements including responding to requests for information from HQ, Congress and OGAC.

5. Using diplomacy and technical acumen, establish and maintain strategic working relationships with senior MOH and other relevant Ministry officials at the national and district level, development partners, civil society organizations, faith-based organizations, private sector health counterparts, and professional associations to enhance regular and timely sharing of information on issues related to local partners and organizational development, including changes in key policies, and legal and regulatory environments that could affect the implementation of USAID programs.

c) Supervisory Relationship

The Specialist will report to the HIV/AIDS Team Lead in the Health Office in USAID. S/he is expected to work independently in carrying out responsibilities. S/he is expected to develop annual work objectives in consultation with his/her supervisor. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the Office and Mission portfolio. Some technical direction may come from other professionals in the Office; in general, however, the Specialist will be expected to exercise considerable autonomy and best judgment in discharging the duties of the assignment.

Supervision Control

Continuing supervision of other Division and Office staff is not anticipated. The Specialist may be assigned as a group/Team Leader but will not serve as a full supervisor. The Specialist is expected to serve as mentor to COR/AORs, Assistant-level staff, and to provide other work guidance as assigned. The Specialist will supervise/oversee short and medium-term technical contractors and TDYers. S/he will write interim reviews for long term TDYers and contractors. S/he will provide mentoring and coaching to USAID's HIV/AIDS Team in key areas of organizational development and capacity building of local partner institutions.

d) PHYSICAL DEMANDS:

The work requested for this position does not involve undue physical demands

II. MINIMAL QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be reviewed accordingly. The minimum qualifications required to be considered for the position are as follows:
a) **Education:**

Master’s degree in a relevant profession: public health, public administration, international development, accounting, law, business, finance, contracting, economics, industrial management, marketing, quantitative methods, and/or organization or management.

b) **Work Experience:**

A minimum of five (5) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context. At least two years’ experience in a development-oriented workplace such as: US Government, donor agencies, host country government, private-sector institutions or other related organization.

c) **Language Proficiency:**

Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language proficiency may be tested.

d) **Job Knowledge:**

The Specialist must have in-depth professional-level knowledge in one or more of the following areas: governance; administration; human resources; financial management; organizational management; and project management. Superior knowledge and understanding of organizational development and capacity strengthening of local organizations. Extensive and detailed knowledge of USAID rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners. Demonstrated knowledge of the overall health sector context, of PEPFAR and its current priorities, as well as the key aspects of US Government foreign assistance to the host country.

e) **Skills and Abilities:**

The incumbent must possess strong skills in communication (verbal and written), advocacy and networking. S/he must have strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results. This position requires an outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts. The incumbent must demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing. S/he takes initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements. S/he demonstrates timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact. Ability to travel regularly to the offices of local partners, both locally and in the field.

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

Depth and relevance of qualifications will be primarily assessed by a review of candidates’ applications. After candidates’ applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

*Evaluation will be based on the following:*

- **Education (Pass/Fail):** Master’s degree in a relevant profession: public health, public administration, international development, accounting, law, business, finance, contracting, economics, industrial management, marketing, quantitative methods, and/or organization or management.

- **English & French Language Proficiency (Pass/Fail):** Level 4 (advanced professional proficiency) English and local language proficiency (if appropriate), both oral and written, is required. Language proficiency may be tested.

- **Work Experience (35 Points):** A minimum of five (5) years of progressively responsible experience in organizational development, development program management, and/or health systems development in a developing country context.

  At least two years’ experience in a development-oriented workplace such as: US Government, donor agencies, host country government, private-sector institutions or other related organization.

- **Job Knowledge (40 Points):**
  - In-depth professional-level knowledge in one or more of the following areas: governance; administration; human resources; financial management; organizational management; and project management.
  - Superior knowledge and understanding of organizational development and capacity strengthening of local organizations.
  - Extensive and detailed knowledge of USAID rules and regulations and compliance issues as they pertain to acquisition and assistance awards to implementing partners.
  - Demonstrated knowledge of the overall health sector context, of PEPFAR and its current priorities, as well as the key aspects of US Government foreign assistance to the host country.
**Skills and Abilities (25 Points):**

- Possess strong skills in communication (verbal and written), advocacy and networking.
- Strong conceptual and analytical skills to be able to quickly grasp and translate new concepts into operational plans and results.
- Outstanding ability to exercise flexibility to be able to accept and react to evolving planning and implementation contexts.
- Demonstrate excellent computer skills including skills with Microsoft Office, web-based databases, and electronic filing.
- Demonstrate initiative and offers leadership in reviewing the progress of programs and projects under his/her responsibility, including performance reports, pipeline management, program implementation reviews, as well as fulfilling other USAID and USG reporting requirements.
- Demonstrate timely decision-making ability and extensive judgment in planning and carrying out tasks, using diplomacy and tact.
- Ability to travel regularly to the offices of local partners, both locally and in the field.

**Note:** Evaluation Factors have been assigned the following points:

- Work Experience - 35 points
- Job Knowledge - 40 points
- Skills and Abilities - 25 points
- Education – Pass/Fail
- Language Proficiency - Pass/Fail
- Satisfactory Professional Reference Checks – Pass/Fail


Offerors invited to an interview and written test will be evaluated based upon the same criteria described above. In addition, offerors determined to be competitively ranked may also be evaluated on interview performance, written evaluations and/or satisfactory professional reference checks.

**IV. SUBMITTING AN OFFER**

1) Eligible Offerors are required to complete and submit the following documents, or their applications will not be considered for this position:

   a) Signed U.S. government AID 309-2 form (Offeror Information for Personal Services Contracts with Individuals) which is available at the following link: [https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc](https://www.usaid.gov/sites/default/files/documents/FormAID_309-2_for-PSC-individual_.doc)

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.
If you encounter problems downloading the form, please contact us at cotonouhr@usaid.gov and copy Clemencia Acacha at cacacha@usaid.gov and Jean-Luc Tinongbe at jtinongbe@usaid.gov.

b) A cover letter in which you discuss only the relevant portion of your experience which qualified you for the Job we are offering in this solicitation.

c) A current curriculum vitae (CV), in English. The CV (Resume) must contain sufficient relevant information to evaluate the application in accordance with the criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required.

Submission of a resume alone IS NOT a complete application. This position requires the completion of the forms and supplemental materials/information as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English.**

d) Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews (as needed). Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

e) Relevant educational certificate (s), and resident permit (as needed);

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, item 4.**

3) Offeror submission must clearly reference the solicitation number on all offeror submitted documents.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: cotonouhr@usaid.gov, and copy Clemencia Acacha at cacacha@usaid.gov, and Jean-Luc Tinongbe at jtinongbe@usaid.gov. Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.
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 PSC HIRE**

The Contracting Officer (CO) will provide instructions to the about how to complete the following forms, after an Offeror is selected for a contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Fingerprint Card (FD-258)

VI. **BENEFITS/ALLOWANCES**

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

1. **BENEFITS:**
   - Medical Insurance
   - Annual Leave
   - Local and American Holidays
   - Annual Bonus

2. **ALLOWANCES:**
   - Miscellaneous Benefits Allowance
   - Education Allowance (as applicable)

VII. **TAXES**

Taxes calculation and payment are made as per the local compensation plan.

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:


2. Contract Cover Page form AID 309-1 available at [https://www.usaid.gov/forms](https://www.usaid.gov/forms); Pricing by line item is to be determined upon contract award, as describe below:
3. **Acquisition & Assistance Policy Directives/Contract Information Bulletins (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](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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman).

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov.

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