



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064121R100008

ISSUANCE DATE: February 03, 2021

CLOSING DATE: February 17, 2021, 11:59 pm
Accra time.

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist (Private Sector Engagement)

(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,

Guadalupe Ramirez
Contracting Officer

U.S. Agency for International Development
No. 24 Fourth Circular Rd.
P. O. Box 1630, Accra-Ghana

Tel: 233-302-741-200
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www.usaid.gov/ghana

I. GENERAL INFORMATION

- 1. SOLICITATION NO.:** 72064121R100008
- 2. ISSUANCE DATE:** February 03, 2021
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** February 17, 2021 at 11:59 pm Accra time.
- 4. POINT OF CONTACT:** GhanaApplications@usaid.gov
- 5. POSITION TITLE:** PROJECT MANAGEMENT SPECIALIST (PRIVATE SECTOR ENGAGEMENT)– ECONOMIC GROWTH OFFICE.
- 6. MARKET VALUE:** **GHC 131,716.00 – GHC 197,595.00** equivalent to **FSN-11**
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start **o/a July, 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE:** **Accra, Ghana** with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Ghana. 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:** Regional Security Office Background Check

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The position is in the USAID/Ghana Economic Growth Office (EGO). The Private Sector Specialist serves as the USAID/Ghana Mission's recognized professional responsible for advising key decision-makers on important trends in the private sector affecting economic growth. The position plans, coordinates, monitors and evaluates the diverse activities spread among several Mission programs that promote the development of Ghana's private sector. The position provides critical analysis of the evolution of the private sector (economic trends, emerging domestic and international markets, etc.) for senior Mission management.

With the scope and impact of Ghana's private sector broadening, the Mission now relies on its Foreign Service National Specialists to monitor key areas, some of which have become highly sensitive in terms of U.S. foreign policy interests (e.g., the strength of Ghana's financial institutions, tracking currency flows and remittances, U.S. foreign direct investment, trade, etc.). Major responsibilities require a high degree of situational

assessment, interpretation, judgment and timely decision-making as well as in-depth research and analysis of information. Quality and concise report writing by the Specialist ensures that priority trends and issues affecting Ghana's private sector are highlighted and synthesized for the Team Leader and Mission senior management so that programs adjust to the local, regional and global context.

2. *Statement of Duties to be Performed*

a) Activity Development and Design (20%)

The Private Sector Specialist will be integral towards designing and developing activities to promote the private sector. S/he will take on the role of team lead for developing future projects that promote the development of the private sector. S/he will also provide insight technical expertise for all projects to be developed in the economic growth office. Carry out and participate in studies related to trade and investment, financial markets, credit and banking. Prepare Terms of Reference, work plans, reports, budgets as needed for internal management. Liaise with other Mission Development and Special Objective Teams; for example, regarding private-sector activities in health and education.

b) Management of Activity Implementation (40%)

The Private Sector Specialist will manage a myriad of activities within the economic growth office portfolio. As Contracting Officer's Representative (COR)/Agreement Officer's Representative (AOR) and Activity Manager, Specialist is responsible for managing bilateral and centrally funded activities. The Private Sector Specialist will be responsible for providing substantive management oversight and advisory services for the following programs and technical areas:

- Development Credit Authority (DCA)
- Access to finance activities
- Trade and investment promotion activities
- Feed the Future and activities within the USAID/Ghana Global Food Security Program
- Clear Choice Initiative
- Prosper Africa Initiative

He/she will also provide technical advice and counsel on private sector development across the whole \$120 million project portfolio within the Economic Growth Office.

c) Partner Relationships (20%)

Coordinate Mission activities with regional programs, in particular with those in the USAID/West Africa Regional Economic Growth Office, and provide technical advice with colleagues (activity design, proposal review, evaluation, etc.) to ensure coherence and relevance to the Ghanaian private sector context and the USAID/Ghana portfolio. The Private Sector Specialist will maintain key relationships with host government counterparts, donor partners, civil society organizations, NGOs, business associations, and project beneficiaries. S/he will coordinate across government ministries including but not limited to the Ministry of Trade and Industry and the Ministry of Food and Agriculture. S/he will be responsible for, attending and representing USAID at sector level working groups and in public fora. S/he will also maintain close contact with all of the Economic Growth Office's implementing partners.

d) Monitoring and Evaluation

(20%)

The Private Sector Specialist shall work with the Ministry of Trade and Industry, the Ministry of Food and Agriculture, and other partners to develop and execute a monitoring and evaluation plan to be implemented through existing USG supported mechanisms and ensure that implementing partners develop project monitoring plans and reports in a timely manner on their activities. The Private Sector Specialist will assist in monitoring and reporting the results of activities under our Presidential Initiatives. The Specialist shall carry out monitoring and evaluation visits to implementation sites to ascertain all quantitative and qualitative data is collected properly and ensure programmatic quality and value for money are maintained. Keep abreast of technical issues affecting private sector development and donor programs in order to review reports, summarize media articles, analyze international publications, synthesize results from meetings and conferences, and design future Mission programs. Information and communications technology, including both regulation and applications:

- Access to finance, both domestic and foreign (foreign direct investment, banks, capital markets, private remittances)
- Public Private Partnerships
- Market Information Systems
- Smallholder linkages to agri-processors
- Business associations & labor groups
- Uses of energy (particularly renewable) for agriculture

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. Education:** A Bachelor's degree in Business, Finance or Economics is required.
- b. Prior Work Experience:** Five years of professional experience in work related to private-sector promotion or in for-profit enterprises.
- c. Language Proficiency:** Fluency in English (reading, writing, and speaking) is required. (Language proficiency may be tested.)

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>.

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities, and level of language required. The applicants who obtain the highest score based on the criteria defined will be interviewed and may also be required to pass a written test (depending on the TEC Chairperson's decision). The security clearance and medical clearance is required for the top-ranking candidate, after conducting and receiving the positive reference checks.

a. Prior Work Experience (30%):

Five years of professional experience in work related to private-sector promotion or in for-profit enterprises.

b. Job Knowledge (40%):

The Specialist must have in-depth familiarity with Ghana's economy, in particular its financial institutions, monetary policy, investment trends and equity markets, and the GOG's privatization efforts. In-depth familiarity with Ghana's business sector, including leading firms, business associations, and which sectors show growth potential. In-depth familiarity with global economic trends that affect Ghana's growth, such as the environment, mining, labor policies, Gross Domestic Product growth, inflation, financial flows, etc. Awareness of best practices for donor-led activities that lead to private-sector growth, both in Ghana and globally. Familiarity with current and past development approach to promoting private-sector growth in developing countries.

c. Skills and Abilities (30%):

Strong research and analytical skills to maintain technical knowledge, provide needed advice to colleagues and monitor the progress of USAID-funded activities in promoting private sector growth and competitiveness. Demonstrated leadership and skill in decision-making and overseeing the implementation of complex activities. Excellent management, interpersonal and teamwork skills, especially in multicultural settings.

Total Possible: 100%

After the closing date for receipt of applications, all applications will initially be screened for conformity with minimum requirements and a shortlist of applicants developed. Applications from candidates which do not meet the required selection criteria will not be scored.

A committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID reserves the right to interview only the highest ranked applicants in person virtually OR not to interview any candidate.

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

Reference checks will be conducted by Human Resources only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer from **AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS)** which is available at the following link:
<https://www.usaid.gov/forms/aid-309-2>
2. Offeror must also submit a signed cover letter and a resume.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, 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 reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation. and submitted via email to GhanaApplications@usaid.gov

To ensure consideration of offers for the intended position, Offerors must prominently reference the position title and solicitation number in the subject line of their email.

7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents in order to be considered for the position.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Medical History and Examination Form (Department of State Forms)
2. Security Clearance
3. Finger Print Card (FD-258)

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:

- a. Health Insurance
- b. Annual Salary Increase (if applicable)
- c. Annual and Sick leave
- d. Annual Bonus
- e. Salary Advance (0% interest)
- f. Social Security Contributions
- g. Local and American Holidays

In accordance with Mission policy and local labor laws.

1. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance

In accordance with Mission policy and local labor laws.

VII. TAXES

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

In accordance with Mission policy and local labor 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>. Pricing by line item is to be determined upon contract award as described below:

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: PSC-CCN - Product Service Code: <i>R497</i> - Accounting Info: <i>641M20EG000</i>	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>

----END OF SOLICITATION---