



USAID | **MALI**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068821R00002

ISSUANCE DATE: 04/23/2021

CLOSING DATE AND TIME: 05/21/2021 at 17h GMT

SUBJECT: Solicitation for **U.S./ TCN Personal Service Contractor (USPSC or TCNPSC)**

Dear Prospective Offerors:

The United States Government represented by the U.S. Agency for International Development in Mali (USAID/Mali) 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, section I through VIII** of the 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/Mali to award a PSC contract, nor does it commit USAID/Mali to pay any cost incurred in the preparation and submission of the offer.

Any questions must be directed in writing to the Points of Contact specified in Attached information 1.

Sincerely,

Douglas Quiggle
Supervisory EXO/CO

ATTACHMENT 1

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068821R00002
2. **ISSUANCE DATE:** 04/23/2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** 05/21/2021 at 17:00 GMT
4. **POINT OF CONTACTS:** Douglas Quiggle at dquiggle@usaid.gov; Sekou Aba Diallo at abadiallo@usaid.gov, Hamadoun Sow at hsow@usaid.gov
5. **POSITION TITLE:** US/TCNPSC Senior WASH Advisor position
6. **MARKET VALUE:** \$93,907 – \$122,077 equivalent to **GS-14**. Final compensation will be negotiated within the listed market value.
Candidate's work experience and educational background would be considered. Salaries over and above the top of the pay range will not be entertained or negotiated.
7. **PERIOD OF PERFORMANCE:** The base period will be two years, estimated to start on July 4, 2021. Based on Agency need, the Contracting Officer may exercise additional option periods for up to three years for the dates estimated as follows:

Base Period:	<i>a/o 07/04/2021 to 07/03/2023</i>
Option Period 1:	<i>a/o 07/04/2023 to 07/03/2024</i>
Option Period 2:	<i>a/o 07/04/2024 to 07/03/2025</i>
Option Period 2:	<i>a/o 07/04/2025 to 07/03/2026</i>

The exercise of OPs will be pursuant to the FAR 52.217-9, therefore the total duration of this contract, including OP, will not exceed five years.

8. **PLACE OF PERFORMANCE:** Bamako, MALI with possible travel as stated in the Statement of Duties.
Mali is considered by the U.S Government as an Adult EFMs (age 21 and over) only post, with 25% danger pay & 30% post differential salary supplement.
9. **ELIGIBLE OFFERORS:** U.S. Citizens (including lawful permanent U.S. residents) or Third Country Nationals*.
In accordance with ADS 309.3.1.4, the CO decides to issue this combined solicitation open to eligible US/TCN PSCs. Therefore, the preference will be given to offers received from USPSC candidates and who will also be evaluated first; TCNPSC offerors will only be considered if there are no qualified USPSC candidates available.

*Third Country National (TCN): An individual (i) who is neither a citizen nor a permanent legal resident alien of the United States nor of the country to which assigned for duty, and (ii) who is eligible for return to his/her home country or country of recruitment at U.S. Government expense.

10. SECURITY LEVEL REQUIRED:

The successful applicant will be required to obtain a “Secret” Clearance (if a USPPSC) or a Facility Access security clearance (if a TCNPSC).

11. STATEMENT OF DUTIES

1. General Statement of Purpose of the Contract

The incumbent will fulfill a range of responsibilities, including program management and implementation, analysis based on education and work experience, known/accepted evaluative practices, and a broad scope of administrative duties. Program management duties include technical leadership, as well as effective and efficient oversight and monitoring to ensure program performance and quality construction, and that objectives and results are achieved in accordance with USAID implementing partner’s work and spending plans (i.e., stewardship over financial and other resources). The program management responsibility requires continued/regular contact with implementing partners (both contractors and grantees), Government of Mali (GOM) institutions and officials, civil society organizations, private and corporate sector partners, NGOs, water user associations, community governance entities and, importantly, other donors working in WASH.

2. Statement of duties to be performed

The responsibilities of the WASH Systems Advisor are prioritized as follows:

A. Program Management and Oversight (50%)

- Serve as USAID/Mali’s “WASH Lead” (as required by the Senator Paul Simon Water for the World Act of 2014).
- Monitor financial, logistical, and reporting aspects of USAID-supported programs, assuring compliance with USAID legal and all annual planning and reporting requirements.
- Supervise the design and implementation of water programs and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
- 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, and other mostly standardized practices with the occasional ad-hoc request for which there might not be an established template or system to follow.
- Complete certification requirements and become an AOR (Agreement Officer’s Representative) and COR (Contract Officer’s Representative) for projects that may be assigned as needed.
- Serve as technical advisor for WASH and possibly other infrastructure construction activities in the mission, to ensure quality construction and implementation, and successful completion and transfer to local government ownership in line with a sustainable system approach to operations and maintenance.
- Ensure program implementation achieves planned results, document developmental impacts and resolve any implementation issues in an efficient and professional manner, in coordination with the implementing partner. This includes reviewing quarterly and annual program and financial reports from program partners, 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 paying particular attention to inputs, outputs 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
- Incremental funding needs.
- Participate in, coordinate, and manage evaluations and assessments that are conducted in conjunction with GOM, international organizations, and/or other donors.
- Work closely with the USAID/Mali Office of Financial Management to review and assess monthly accruals and disbursements, and track funding pipelines to ensure compliance with the ADS guidelines.

B. Technical and strategic support for strengthening USAID-led WASH systems and WASH-sector governance (30%)

- Guide the development and implementation of USAID’s ongoing strategies and programs to establish and strengthen sustainable water infrastructure and systems in Mali. This will include a significant focus on institutional strengthening of local governments (or community governance) and other GOM counterpart institutions to successfully establish and sustainably manage major water infrastructure development activities contracted by USAID, often in areas where such institutional presence and/or capacity is currently lacking.
- Lead efforts to identify and address policy and institutional constraints that affect access and use of water in Mali and develop approaches and strategies to overcome challenges and strengthen national systems/policies related to utility reform, institutional strengthening and governance, benchmarking, cost recovery and subsidy policies, accountability and transparency, and regulatory reform.
- Provide technical leadership to promote a “systems approach” to WASH that enhances ownership over WASH infrastructure and other interventions by the Government and people of Mali, working closely with GOM counterparts such as local governments, private sector, and relevant line ministries.
- Identify and coordinate among the various USG and internal USAID WASH and water-related activities and players. Actively engage with government, other donors and organizations involved in the sector within Mali to promote collaborative planning toward long term sustainable solutions.
- Compile, analyze, and disseminate reports to USAID mission staff and USAID/Washington on WASH and water issues and accomplishments.

C. Partner Relationships (20%)

- Advise and collaborate with senior government officials on important implementation and policy issues related to WASH and water systems, management, and governance. Contribute expertise and guidance to local and county level authorities as necessary to strengthen systems for implementing USAID-funded activities.
- Establish and maintain productive collaborative relationships with a wide range of partners and

stakeholders, Government of Mali, UN, other donors, and NGOs to effectively assure that USAID's activities are collaborative and complementary.

- Coordinate technical assistance to provide a supportive legal and policy environment that enables safe and improved WASH and water programs to operate at a high level of sustainable service.
- Participate and contribute to technical and coordination meetings hosted by GOM counterparts and other partners.
- Develop and implement strategies for improved networking by partners and sharing of best practices learned while implementing WASH and water activities, to accelerate program implementation and impact.

3. Supervisory Relationship

The incumbent reports to the Agricultural Development Officer or any other USDH in the AEG Office, who provides general supervision and annual evaluations. The supervisor and/or his/her designee provides guidance to the incumbent in the form of general policy directives and defines the general objectives, priorities, and resources available for the position. The supervisor and the incumbent collaborate on annual work plans, specific work objectives, performance measures, and an office schedule.

While the supervisor and/or his/her designee will provide guidance, the incumbent is expected to plan and carry out assignments independently. S/he interprets relevant policy and determines approaches and methods to be used in consideration for all work objectives. The incumbent is responsible for the planning, designing, development, troubleshooting and evaluation of all of his/her programs or other work as independently as possible, keeping in mind that USAID as an organization works in teams and shares information broadly.

4. Supervisory Controls

The incumbent supervises and provides policy guidance to CCN PMS WASH Specialist. S/he will review and approve his/her work plan and performance measures.

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

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 civil or environmental engineering, or an equivalent relevant engineering degree (given that other countries use different names for engineering degrees).
- B. Work Experience
 - Minimum 5 years progressively responsible experience in international development with a focus on WASH, with at least two years gained in a developing country context supporting WASH-related programs.
 - Minimum 2 years' experience in international development working in systems

strengthening, institutional or organizational development/governance, or water supply and utility services management

- Experience with governance and management issues related to WASH service delivery required.
- Experience managing WASH and/or water infrastructure construction projects required.

C. Language

- Written and spoken fluency in English is required. (Level IV)
- Written and spoken proficiency in French is required. (Level III)

D. **Complete application package** submission including **pertinent documents** as outlined in the section titled SUBMITTING AN OFFER.

E. The offeror must not be listed as an excluded party in the System for Award Management (SAM.gov).

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 of this solicitation are available at <https://www.acquisition.gov/browse/index/far>

Candidates will be evaluated and ranked based on the following selection criteria (100 points):

A. Education (10 points)

Minimum of a bachelor's degree in civil or environmental engineering or equivalent, relevant engineering degree.

B. Knowledge (20 points)

- Demonstrated knowledge in program design, budgeting, monitoring and evaluation, and policymaking.
- Demonstrated ability to follow an organization's procedures and/or directives regarding strategic development, project development, performance monitoring, and/or activity and program closeout.

C. Work Experience (30 points)

- Minimum 5 years of progressively responsible experience in international development with a focus on WASH, with at least two years gained in a developing country context supporting WASH-related programs.
- Minimum 2 years' experience in international development working in systems strengthening, institutional or organizational development/governance, or water supply and utility services management.

- Demonstrated experience with designing/managing projects related to WASH or water in developing countries.
- Demonstrated experience with an international organization or donor agency.
- Demonstrated experience working with developing country policy makers, program managers, and/or water service providers on policy issues in a highly sensitive environment.
- Demonstrated technical expertise in construction quality, systems strengthening, institutional or organizational development/governance, or water supply and utility services management.

D. Abilities and Skills (40 points)

- Ability and experience to oversee construction activities.
- Strong interpersonal and communication skills, including ability to collaborate with host-country officials in program implementation and interact with partners, contractors, and other stakeholders at senior levels to form partnerships and resolve challenges or obstacles.
- Ability to facilitate meetings and make oral presentations logically and persuasively to senior officials and partners in a multi-cultural context.
- Ability to work effectively in a team environment and communicate highly technical information to both technical and non-technical audiences, and achieve consensus on policy, project, technical, and administrative matters.
- Strong computer, verbal, and writing skills required. Must be fluent in English and proficient in French. Must have proven ability to communicate quickly, clearly, and concisely in both speech and writing.

Maximum Points Available: 100

After the closing date for receipt of applications, a committee/panel will convene to review applications that meet the minimum requirements and evaluate them in accordance with the above required evaluation factors. As part of the selection process, finalist candidates will be interviewed.

Reference checks will be made for applicant considered as successful and suitable for the position. Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Note: Due to the high volume of applications we receive for each solicitation, we will only contact candidates who are being considered. However, each applicant will receive an auto reply to acknowledge the receipt of his/her application.

IV. SUBMITTING AN OFFER

All offers must be submitted by e-mail with the subject line:

SOL: 72068821R000001 - Senior WASH Advisor to bamakoaidmalipsc@usaid.gov

Attention: Executive Office
Human Resources Section
USAID/Mali

Eligible applicants must submit the following documents in English, or their application will not be considered for this position:

1. Eligible offerors are required to complete and submit the offer form [AID 309-2](#), "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. **Cover Letter** (not more than 2 pages).
Resume or most **current curriculum vitae (CV)** - The CV/resume must contain enough relevant information to evaluate the application in accordance with the stated evaluation factor.
3. **Supplemental document with written responses to the evaluation factors** describing specifically what experience, training, education, etc., the applicant has received relevant to each evaluation factor (maximum 3 pages).
4. Applications must be received by the **closing date and time specified** in this solicitation to USAID/Mali PSC applications mailbox at bamakoaidmalipsc@usaid.gov
5. Offeror submissions **must clearly reference the number of this Solicitation** to ensure the offer is for the position in this Solicitation.
6. List of **minimum three (3) professional references** who are not family members or relatives, with complete name, title, organization where he/she works, description of relationship, with working/accurate telephone numbers and e-mail. The applicant's references must be able to provide substantive information about his/her past performance and abilities. USAID/Mali reserves the right to obtain from previous employers, relevant information concerning the applicant's past performance and may consider such information in its final decision. At least one reference must be from a current or former supervisor (1 page).

Note: The US Government will not be responsible for incomplete/corrupted or missing information in electronic submissions and these applications will not be accepted. USAID/Mali will not ensure quality or completeness of electronic files attached to the e-mails. The Offeror assumes all risk related to an electronic submission. Late offers or delayed electronic submissions will not be accepted.

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:

- (a) Security Clearance Investigation (Form AID 6-1)
- (b) Medical History and Examination Form DS-1843
- (c) Questionnaire for Sensitive Positions for National Security (SF-86), or
- (d) Questionnaire for Non-Sensitive Positions (SF-85)
- (e) Fingerprint Card (FD-258)

VI. **BENEFITS AND ALLOWANCES**

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

1. BENEFITS (When Eligibility Requirements are met)

- (a) Employer's F.I.C.A
- (b) Contribution toward Health & Life Insurance
- (e) Pay Comparability Adjustment
- (f) Annual Increase (pending a satisfactory performance evaluation)
- (g) Eligibility for Worker's Compensation
- (h) Annual & Sick Leave

2. ALLOWANCES (When Eligibility Requirements are met)

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at https://aoprals.state.gov/content.asp?content_id=282&menu_id=101

- (a) Temporary Lodging Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost of Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (j) Payments during Evacuation /Authorized/Ordered Departure (Section 600)
- (k) Danger Pay (section 650)

As a matter of policy, and in accordance with the applicable and approved Alternate Classification Procedure, an excepted-TCNPSC is normally authorized the following benefits and allowances, at the discretion of the Mission Director.

1. BENEFITS: (When Eligibility Requirements are met)

- (a) Contribution toward Health & Life Insurance
- (b) Pay Comparability Adjustment
- (c) Annual Increase (pending a satisfactory performance evaluation)
- (d) Eligibility for Worker's Compensation
- (e) Annual and Sick Leave

2. ALLOWANCES: (When Eligibility Requirements are met)

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Living Quarters Allowance (Section 130)
- (c) Cost-of-Living Allowance (Chapter 210)
- (d) Post Allowance (Section 220)
- (e) Separate Maintenance Allowance (Section 260)
- (f) Education Allowance (Section 270)
- (g) Education Travel (Section 280)
- (h) Post Differential (Chapter 500)
- (i) Payments during Evacuation/Authorized Departure (Section 600).
- (j) Danger Pay (section 650)

VII. TAXES

USPSCs are required to pay Federal income taxes, FICA, Medicare, and applicable State income taxes.

TCNPSCs are responsible for their own tax payments in accordance with their respective government legislation and no deductions for tax purposes will be made at source by USAID payroll.

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

USAID regulations and policies governing USPSC awards are available at these sources:

1. a) For USPSC: 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/aidar.pdf>

b) For TCNPSC: 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”. <https://www.usaid.gov/sites/default/files/documents/aidar.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:

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTIT Y (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
1001	Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_
2001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info:	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3001	Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 Accounting Info:	1	LOT	\$_TBD	\$_TBD at Award after negotiations with Contractor_
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3. 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> .
 - a. AAPD 06-10 – PSC Medical Payment Responsibility
 - b. AAPD 15-02 – Authorization of Family and Medical Leave for U.S. Personal Services Contractors (USPSCs) AAPD
 - c. AAPD 18-02 - Medical Evacuation (MEDEVAC) Services AAPD

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

5. PSC Ombudsman: The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit our page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>

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

Equal Employment Opportunities:

USAID is an equal employment opportunity/affirmative action employer and provides equal opportunity and fair and equitable treatment in employment to all people. All qualified offerors will be considered regardless of age, race, color, sex, creed, national origin, lawful political affiliation, non-disqualifying disability, marital status, sexual orientation, affiliation with an employee organization, or other non-merit factor.

~End of Solicitation~