



**USAID** | **BENIN**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068021R100004**

**ISSUANCE DATE:** March 11, 2021

**CLOSING DATE/TIME:** April 1<sup>st</sup>, 2021 at  
12:00 noon Cotonou Local Time

**SUBJECT:** Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) **Project Management Specialist (Economic Growth and Private Sector)**

*(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,

Michael Sampson  
**Executive Officer, West Africa**

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

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<http://www.usaid.gov/bj>

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72068021R100004
2. **ISSUANCE DATE:** March 11, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** April 1<sup>st</sup>, 2021 at 12:00 noon  
Cotonou Local Time
4. **POSITION TITLE:** Project Management Specialist (Economic Growth and Private Sector)
5. **MARKET VALUE:** FCFA 14,174,603– FCFA 26,223,017 equivalent to FSN-10  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin  
Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five-year renewable contract. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.
7. **PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED:** Employment Authorization
9. **STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

This position reports to the General Development Officer, who in turn reports to the USAID/Benin Country Representative at the U.S. Embassy in Cotonou. As an Economic Growth and Private Sector Specialist, the incumbent oversees Regional Mission Economic Growth Office (REGO) programs that operate in Benin and plays a leadership role in coordinating with USDA food security related programs. Depending on the program, the Specialist may serve as an Activity Manager or as an Agreement Officer's Representative/Contracting Officer's Representative (AOR/COR). The incumbent also plays a broader role as private sector engagement expert at Post helping USAID/Benin to work effectively with the business community and other commercial enterprises to improve USAID development impacts in health, agriculture, trade, energy and other technical areas. S/he additionally supports activities to improve the ease of businesses and entrepreneurs to operate through interventions aimed at reducing corruption and other policies aimed at promoting good governance and an enabling environment for private sector investments.

In doing so, the incumbent plays a leadership role in: monitoring USG activities among implementing partners; providing analysis on economic and agricultural policy; advising USAID's leadership on ways to advance economic reforms; coordinating with other USG agencies and international donors to leverage opportunities and share knowledge; and facilitating technical dialogue among a wide range of stakeholders, including REGO and USDA colleagues, implementing partners, Beninese officials, and private sector leaders.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Management, oversight and coordination of USG Economic Growth and Agricultural projects (40 %)**

The incumbent oversees the management in Benin of a range of economic growth and food security projects. The Specialist has a strong understanding of the strategic objectives under each project, promotes learning of local Beninese efforts to the regional level, strengthens project management of the implementing partners, and ensures strong regional / national level coordination. The incumbent will coordinate with organizations that are implementing USAID and USDA programs, and ensure that USAID and Mission leadership are aware of major policy issues that relate to their work. Additional responsibilities include: direct communications with leadership in USAID/Benin/GDO, REGO and USDA regarding implementing partners, negotiating work plans in coordination with Program Managers, conducting site visits, and coordinating oversight. The specialist will represent USAID in coordination working groups in Agriculture, Energy, and Economic Growth. Examples of technical areas involved include:

- Private sector investment related activities undertaken by the West Africa Trade and Investment Hub: assisting to identify potential private sector partners, reviewing concept notes, undertaking due diligence, and monitoring partner activities.
- Agricultural-related activities including strengthening value chains such as shea, cotton, pineapple and cashews; and advancing food security as well as agricultural research capabilities.
- On-grid and off-grid electricity generation, transmission and household connections through Power Africa including ensuring that it is coordinated with MCC efforts.
- Credit-related activities including: linking with potential Development Finance Corporation (DFC) instruments by local banks and the private sector with the aim of triggering the emergence of a more dynamic private sector through the use of these instruments for the benefit of local entrepreneurs, processors and Beninese populations. In this regard, special attention will be given to the use of DFC mechanisms within the private health sector.

In addition, the incumbent will develop and maintain contacts in the Beninese business sector and among government entities that support economic growth, trade, and food security initiatives. The Specialists will develop contacts and coordinate with the major donor institutions (such as the International Monetary Fund, the World Bank, etc.) and represent USAID/Benin in related donor partners working groups, with Beninese government officials, and with host country private sector and NGO counterparts on the design and implementation of USAID programs. The incumbent will identify opportunities to leverage relationships in order to advance economic growth objectives and elevate those issues in political and policy dialogue.

## **2. Private sector engagement analysis, planning and coordination (40%)**

The specialist will serve as the primary point of contact at USAID/Benin for private sector engagement with a focus on the health sector. In doing so s/he will be responsible for identifying opportunities for USAID/Benin to work with and leverage private sector resources to advance development outcomes. The Specialist will provide analysis of current and future private enterprise trends and how these may fit into the objectives listed in the Agency's Private Sector Engagement Strategy. Working with the General Development Officer the Specialist will review and update as necessary the Benin Private Sector Engagement Plan and work with technical and support units to guide implementation.

The Specialist will work closely with the USAID/Benin Health team to strengthen efforts to promote a healthier Benin through partnering with and leveraging the private sector. These efforts may include but are not limited to:

- **Private Health Clinics:** Identifying, analyzing, and planning opportunities to engage with private sector health clinics and private sector health associations. Coordinating so that private sector health impacts are understood by and avoid conflict with Ministry of Health efforts.
- **Supply chain management:** Identifying and recommending private sector solutions for health supply chain issues.
- **Engaging the private sector and entrepreneurs** to support sanitation-related activities.

The Specialist will also work closely with the Embassy to increase business opportunities for US companies to work in Benin and for Beninese companies to take advantage of trade opportunities with the US. To ensure coordination the Specialist will serve as a member of the Embassy's Deal Team. The Specialist will develop and maintain an active dialogue with senior U.S. Embassy officials, and USAID/Washington colleagues.

## **3. Good Governance (20%)**

Governance policy and institutions have a great influence on the ease and viability of private sector investments. The Specialist will identify and analyze Government of Benin policies, initiatives and reforms and recommend potential engagement strategies. These reforms may include anti-corruption, audits, procurement transparency, and government budgeting and dispersing. The incumbent may be called upon to manage one or more activities dealing with anti-corruption, fiscal transparency, or good governance reforms.

### **POSITION ELEMENT**

- a) **Supervision Received:** The incumbent will report to the General Development Officer.
- b) **Supervision Exercised:** The position will not have supervisory responsibilities.
- c) **Available Guidelines:** Host country laws, ADS provisions regarding program and project development, implementation, USAID Strategic plans, and monitoring and evaluation. ADS guidance is supplemented by other USAID regulations and Mission Orders governing policy, procedures and regulations.

- d) **Exercise of Judgment:** As a technical specialist, the incumbent will exercise significant independent judgment on matters of policy and technical direction.
- e) **Authority to Make Commitments:** Will not make any financial commitment on behalf of the agency. S/he may be expected to represent USAID/Benin with high level government and other donor counterparts but cannot make financial commitments on behalf of the U.S. Government.
- f) **Nature, Level, and Purpose of Contacts:** Contacts are maintained with all levels of Mission personnel, Head of Office/Sections at the Embassy, and with officials up to the Ministerial and Office of the President level in the GOB, and high level representatives of the private sector. Contacts are maintained with a wide range of other donors and partners and multilateral entities such as the World Bank, the International Monetary Fund, African Development Bank, ECOWAS, and other regional entities and bilateral aid agencies on matters involving economic and social policy reform activities in Benin.
- g) **Time Expected to Reach Full Performance Level:** One year

**10. AREA OF CONSIDERATION:** The position is open to Cooperative Country Nationals (an individual who is a Benin citizen – or a non-Benin citizen lawfully admitted for permanent residence in Benin).

All applicants must provide proof of eligible citizenship in their application. Non-Benin citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Cotonou, Benin. If transportation to Cotonou is required, it will be the employee's responsibility.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** – A Bachelor's Degree in economics, business, public policy / administration, economic or social development, finance, or related degree is required.

- b) **Prior Work Experience:** At least five (5) years of successful work in academic research, policymaking, project management, or donor coordination is required. At least three (3) years' experience working on economic growth, agriculture, trade, the private health sector, or energy production.
- c) **Post Entry Training:** Private Sector Engagement, Programming Foreign Assistance, PDM and AOR/COR training.
- d) **Language Proficiency:** Level IV (Fluent) in English (reading and writing) and native facility in French is required.
- e) **Job Knowledge:** A thorough knowledge of Benin's private sector. In depth knowledge and understanding of Benin's economic, trade, and agricultural priorities. A thorough knowledge of ongoing or potential Beninese economic reforms. Knowledge of supply chains and logistic operations. Knowledge of: agriculture, trade and investment issues; access to finance; and economic governance.
- f) **Skills and Abilities:** Strong interpersonal, teamwork, and leadership skills. Must have strong ability to communicate about complex economic policy issues, both in written form and verbally. Ability to develop and maintain an extensive range of senior-level contacts in government and the private sector. Ability to interact and work effectively with organizational management and technical offices. Ability to prepare reports and technical policy briefings. Ability to plan, organize, and implement complex research projects and to prepare accurate and analytical reports and recommendations. Strong judgement to manage high level relationships with Embassy, private sector and GoB contacts.

### **III. EVALUATION AND SELECTION FACTORS**

Depth and relevance of qualifications will be assessed by a review of candidates' applications and interview. 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 and Work Experience (35%):**

**Education:** A minimum of bachelor's degree in economics, business, public policy/administration, economic or social development, finance, or related degree is required.

**Work Experience:** At least five (5) years of successful work in academic research, policymaking, project management, or donor coordination is required. At least three (3) years' of progressively responsible experience working on economic growth, agriculture, trade, the private health sector, or energy production.

**Job Knowledge (40%):**

A thorough knowledge of Benin's private sector. In depth knowledge and understanding of Benin's economic, trade, and agricultural priorities. A thorough knowledge of ongoing or potential Beninese economic reforms. Knowledge of supply chains and logistic operations. Knowledge of: agriculture, trade and investment issues; access to finance; and economic governance.

**Skills and Abilities (25%):** Strong interpersonal, teamwork, and negotiation skills for working across different technical and support teams. Must have strong written and verbal communication skills in order to analyze and report about complex economic policy issues, both in written form and verbally. The candidate must be a self-starter capable and willing to recognizing opportunities to leverage economic opportunities to achieve development objectives. Representational skills and good judgement in order to develop and maintain an extensive range of senior-level contacts within the Government of Benin (GoB), with other international donors and with the private sector. Ability to plan and implement complex research projects and to prepare accurate analytical reports and recommendations. The incumbent must also have professional level computer literacy and aptitude. Level IV (fluent) written and oral English and French proficiency is required.

**Note:** 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. PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials 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 Language.**

Qualified Offerors must submit the following documents, or their applications will not be considered for this position:

1. 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/forms/aid-309-2>, in English. All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct

experiences. Applicants should note that the salary history for the purposes of the AID 302-2 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](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

2. A cover letter and current curriculum vitae (CV), in English. The CV/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. Complete dates (month/year) are also required in the CV;
3. 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. 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.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov), and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov), and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto: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.

1. Relevant educational certificate (s), and resident permit.
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 12**.

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 HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

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

## **VI. BENEFITS/ALLOWANCES**

1. BENEFITS:
  - Medical Insurance
  - Annual Leave
  - Local and American Holidays
  - Annual Bonus
2. ALLOWANCES:
  - Miscellaneous Benefits Allowance
  - Education Allowance (If 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 PSC 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](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. 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**