SOLICITATION NUMBER: 72068520R00011
ISSUANCE DATE: August 28, 2020
CLOSING DATE: September 17, 2020 - 5:00 p.m. (Senegal time)

SUBJECT: Solicitation for a U.S. Citizen /Third Country National Personal Service Contractor (US/TCN PSC) –Democracy, Governance and Conflict Specialist, Burkina Faso

Dear Prospective Offerors:

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

Offers must be in accordance with Attachment 1, Sections I through VIII 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,

Chadwick Mills
Deputy Regional Contracting Officer
ATTACHMENT 1

I. GENERAL INFORMATION

1. SOLICITATION NUMBER: 72068520R00011

2. ISSUANCE DATE: August 28, 2020

3. CLOSING DATE/TIME: September 17, 2020 - 5:00 p.m. (Senegal time)

4. POINT OF CONTACT: Recruitment team, usaiddakar-hr@usaid.gov

5. POSITION TITLE: Democracy, Governance and Conflict Specialist

6. MARKET VALUE: GS-14 ($92,977 – $120,868 per annum) (Final compensation will be negotiated within the listed market value.)

7. PERIOD OF PERFORMANCE: Immediate upon receipt of security/medical clearances (The duration of the US Personal Services Contract will be for one (1) year, with four one-year option periods, subject to satisfactory performance, availability of funds and continuing need for the position.) Level of effort is full time (40 hours per week).

8. PLACE OF PERFORMANCE: Ouagadougou, Burkina Faso. Please note that Burkina Faso is a partially accompanied post. No eligible family members under the age of 21 are permitted to accompany the employee to post.

9. ELIGIBLE OFFERORS: United States Citizens and Third Country Nationals are eligible offerors. TCNPSC under this solicitation are eligible for benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B)). An exception has been approved by the Mission Director in accordance with AIDAR Appendix J and ADS 309maa, requesting Approval to Use Alternate Classification Procedures (ACP).

10. SECURITY LEVEL REQUIRED: Facility Access for TCN; Secret clearance for USPSC

11. STATEMENT OF DUTIES:

   A. COUNTRY BACKGROUND

USAID/Burkina Faso Country Office is seeking a Democracy, Rights, Governance and Conflict Specialist who will support the design, implementation and monitoring of its Democracy, Rights and Governance and Countering Violent Extremism (DRG/CVE) programs. Burkina is on the front lines of a Sahel region-wide struggle against encroaching violent extremist organizations, so this position is an opportunity to make a difference in a difficult security and development context that is important for the whole West African region. USAID’s DG and CVE work is vital to this effort and includes elections, human rights, governance, civil society, and CVE activities. The Country Office works closely with the Government of Burkina Faso (GoBF), inter-agency partners, other donors, implementers and civil society. USAID/Burkina Faso reports to USAID Senegal and is
supported by that Mission’s Sahel Regional Office (SRO). The Specialist will also work closely with USAID West Africa’s Regional Peace and Governance Office (WA).

B. POSITION DESCRIPTION

The Democracy Governance and Conflict Specialist will serve as USAID’s expert and advisor on a range of issues such as governance, transparency, human rights, civil society, elections, and conflict prevention. The Specialist will have a general understanding of democracy and governance and its cross-sectoral applications. The incumbent should also have specific technical expertise in at least three of the following: regulatory and policy frameworks; public administration and accountability; civil society strengthening and engagement including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building including counter-violent extremism approaches; local governance and service delivery; elections and legislative processes; gender and social inclusion; and/or youth development. The Specialist should be highly motivated, capable of working independently and also as part of a dynamic team. This Specialist will participate as a key member of the USAID Country Office team and liaise with staff from other technical offices in the regional USAID West Africa mission in Accra or the Sahel Regional Office in Dakar. S/he collaborates with other USAID technical and support offices and operates within a complex, fluid political environment and with officials in the United States Government (USG) and the Government of Burkina Faso.

The Specialist oversees DRG and Conflict programs in Burkina Faso independently or in collaboration with USAID West Africa or SRO. The Specialist will participate in or lead the design of new activities based on USAID requirements and availability of funding. The Specialist ensures that these programs are effectively implemented in the field and in accordance with the USAID contract/agreement and the approved annual work plan. S/he will also provide technical advice to other USAID teams on DG/Conflict as it relates to other sectors, including USAID as related to resilience activities in Burkina Faso (e.g. health, education, agriculture, environment, etc). The DG Specialist maintains close communication with GOBF officials and relevant stakeholders for effective program management. The DG team relies upon the Specialist's technical advice and networking expertise with Government of Burkina Faso ministries as well as local authorities to strengthen USAID assistance. The Specialist also communicates regularly with donors, civil society organizations, universities, through multi-stakeholder forums, donor meetings and other functions as appropriate to maintain current sector knowledge relevant to programs managed by the Specialist.

C. SPECIFIC DUTIES AND RESPONSIBILITIES

Program Management and Oversight (50%)

- Leads or assists in management, oversight and monitoring of USAID-funded DG/Conflict projects, as assigned.
- Assists in the design and development of new activities as needed and ensures that new interventions are consistent with DG strategic objectives, and/or USG strategies.
- Independently evaluates annual work plans for DRG activities, and other activities as needed, making programmatic adjustments when required.
- Monitors, evaluates and analyzes implementation of DRG projects, closely coordinating with the grantee(s)/contractor(s) on the results and outcomes.
● Provides analysis of evaluations, performance data and reporting documents.
● Performs regular field-level project monitoring, oversight and other program-related local travel. Serves as an expert resource and/or technical advisor on a range of DRG issues.

**Communication (35%)**
● Prepares and updates briefing papers, reports and press releases as assigned as well as specialized documents as needed.
● Meets with government, civil society, private institutions and other donor representatives, to provide issue-oriented briefings and presentations as needed.
● Represents USAID at inter-agency and external technical working groups, workshops and conferences.
● Maintains intimate knowledge of DG project objectives, accomplishments, and development impacts to synthesize in writing or orally for meetings, speeches, background papers and other USAID reporting requirements.
● Interprets and advises USAID Burkina Faso and U.S. Embassy Ouagadougou on GOBF policies, institutional issues and program priorities affecting the direction and implementation of DG programs.
● Informs Country Representative and relevant SRO and USAID West Africa colleagues about political events that affect program implementation and impact DG activities.

**Financial Management and Procurement (15%)**
● Assists in the development and/or technical review of project budgets.
● Tracks the financial status and expenditures of DRG activities and recommends future incremental funding.
● Maintains complete and auditable financial records for activities managed.
● Maintains complete and auditable files of all procurement documents (contracts, grants and other procurement supporting documents) meeting USG requirements.

**POSITION ELEMENTS**

**Supervision Received:** The immediate supervisor of this position will be the USAID Representative in the USAID Burkina Faso Country Office. The supervisor sets the overall objectives and resources available. The incumbent has responsibility for independently planning, designing and carrying out programs, projects, studies or other work. The incumbent keeps the supervisor informed of progress and potentially controversial matters.

**Supervision Exercised:** Supervises one Cooperating Country National PSC Democracy, Rights and Governance Specialist.

**Available Guidelines:** Guidelines are available in the form of USAID Automated Directive System (ADS), policy papers and determinations, strategy papers, and guidance cables. In performing the above duties, the incumbent will also be expected to rely on a variety of published material from government and private media and analytical reports and assessments commissioned and/or conducted by donor organizations, international and national NGOs and think tanks, as well as interviews with stakeholders. The incumbent uses initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria or proposed new policies.
**Exercise of Judgment:** To carry out major duties, the incumbent will be expected to exercise considerable professional judgment and acumen in the advice and direction given to officers within the Mission and to partners and stakeholders outside. S/he will exercise considerable judgment in the analysis and interpretation of data, particularly when published sources of data are unreliable. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes that result from such elements as continuing changes in program (level of funding), technological developments (natural resource management), unknown phenomena (global climate change), or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

**Authority to Make Commitments:** Incumbent will be expected to serve as a representative of USAID and perform important liaison functions in highly substantive or sensitive matters, e.g., promoting USAID’s development strategy and aims.

**Nature, Level, and Purpose of Contacts:** The incumbent is required to associate with, communicate with, and maintain an extensive range of contacts with Burkina Faso Government officials, and regional organizations, civil society representatives, and other bilateral and multilateral donors and international organizations, in the performance of duties. S/he will be expected to maintain regular and substantive liaison with these contacts and on occasion, these dealings can be expected to involve sensitive matters. S/he must be able demonstrate effectiveness in presenting substantive issues to contacts, particularly in relation to influencing important policy or organization changes that impact on the U.S. Mission sectoral interests. The purpose is to influence or motivate persons or groups in pursuit of U.S. foreign policy and assistance objectives. The incumbent must be skillful in approaching them in order to obtain the desired effect, such as gaining acceptance and agreement with established policies and regulations by persuasion and negotiation.

**Security and Medical Clearance Requirements**

The applicant selected to fill this position must be able to obtain a Security Clearance, which involves a comprehensive background investigation performed by a U.S. Government Agency.

The applicant selected to fill the position must also receive a Worldwide Availability Medical Clearance (WWA/Class 1). Details of how to obtain such clearance will be provided after selection and acceptance of the job offer.

The selected applicant must obtain both the required security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected applicant).

A substantial delay in obtaining either required clearance will make the applicant ineligible for selection.

**Compensation**

This position has been classified at GS-14 grade.

For USPSC, the actual salary of the successful applicant will be negotiated within that pay band depending on qualifications and previous earnings history.
For TCNPSC, the actual salary of the successful applicant will be negotiated based on approved Alternate Classification Procedures and benefits in accordance with AIDAR Appendix J, sec. 4(c)(2)(ii)(B)).

AREA OF CONSIDERATION: OPEN TO U.S. CITIZENS AND THIRD COUNTRY NATIONALS

USAID policy specifies that U.S. citizens or resident aliens (USNs) are preferred over third country nationals (TCNs). Therefore, USN and TCN offers will not be evaluated together. USAID will evaluate USN offers first and if the CO determines that there are no qualified USNs, only then will USAID evaluate TCN offers.

Please note that Burkina Faso is a partially accompanied post. No eligible family members under the age of 21 are permitted to accompany the employee to post.

For USPSC:
- Be a U.S. Citizen;
- Submit a complete application as outlined in the solicitation section titled APPLYING (Section IV);
- Be able to obtain a Security Clearance;
- Be able to obtain a Department of State issued Medical Clearance;
- Be willing/able to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all required approvals/clearances obtained.

For TCNPSC:
- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Senegal); and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the section titled APPLYING (Section IV);
- Be able to obtain a required Employment Authorization;
- Be able to obtain a Department of State issued Medical Clearance;
- Be willing/able to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all required approvals/clearances obtained.

The Supervisor will establish a structured training plan for the TCNPSC with a work objective and performance benchmarks to measure the contractor's progress toward achieving this required training deliverable.

12. PHYSICAL DEMANDS:

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Master's Degree in political science, law, human rights, conflict, governance or other relevant field.
- Evidence that applicant is actively engaged in maintaining an updated knowledge/skill set in the advancement of theory and practice in the relevant field.
At least seven years of progressively responsible experience in the design and management of development and/or humanitarian programs, at least three of which have included specific and extensive involvement in conflict prevention, mitigation and management, democracy and good governance advancement, human rights, and working with or supporting civil society.

Prior work experience in the design or management of cross sectoral governance, civil society strengthening, conflict, countering violent extremism, election support, and/or public administration and accountability.

III. SELECTION AND EVALUATION 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. FAR provisions of this solicitation are available at https://www.acquisition.gov/browse/index/far.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant’s references must be able to provide substantive information about his/her performance and abilities.

Evaluation Factors

Education (10 points):
A Master’s Degree in political science, law, human rights, conflict-related field, governance or other relevant field.

Work Experience (35 points):
The Specialist must have at least seven (7) years of progressively responsible managerial and/or project management experience including at least three years' experience providing development assistance in three or more of the following areas: legal, regulatory, and policy frameworks; public administration and accountability; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including countering violent extremism; local governance and service delivery; elections and legislative processes; human rights and access to justice; gender and social inclusion; and youth. Must have prior work or consultative experience with USAID or other bilateral or multilateral development agencies.
Knowledge (20 points):
• The Specialist should have demonstrated broad technical knowledge of three or more of the following areas related to USAID's country strategy: regulatory and policy frameworks; public administration and accountability; civil society strengthening and engagement, including in advocacy and oversight; multi-stakeholder collective action for improved public service delivery; conflict prevention and peace building, including countering violent extremism; local governance and service delivery; elections and legislative processes; human rights and access to justice; gender and social inclusion; and youth.
• S/he must demonstrate strong knowledge of project or program management and organizational management, as well as of NGO and USG operations.
• The Specialist must also possess knowledge of existing DG-related policies, with a demonstrated understanding of how these policies impact other sectors.

Abilities and Skills (35 points):
The applicant should be able to demonstrate the following abilities and skills:

• Strong organizational skills, self-motivation, and the ability to work independently with little supervision.
• Excellent communication, presentation and inter-personal skills.
• Rigorous analytical skills and ability to transfer technical DRG knowledge into activity designs, reporting, policy papers, and other documents for internal and external audiences.
• Ability to communicate DRG integration to specialist staff from other technical sectors for improved programming.
• Ability to work in a team environment and across USAID offices and other agencies at post.
• Ability to manage large, complex development assistance projects.
• Capacity to prepare technical and analytical documents in English with little editing.
• Ability to develop and maintain high level contacts (GOBF, donors, civil society, local bodies) and productive working relationships with other counterparts.
• Ability to work effectively under pressure and demonstrate flexibility to manage more than one activity at a time.
• Strong computer skills to conduct work using MS Word, Excel and Power Point and the ability to learn USAID software and computer programs.
• Ability to communicate the democracy and governance policies, program objectives, and analysis of USAID Burkina Faso, USAID/Senegal/SRO and USAID/West Africa at meetings with outside stakeholders.
• Ability to orient, train, and supervise CCNPSC personnel.

Evaluation Summary
Education: 10
Work Experience: 35 points
Knowledge: 20 points
Skills and Abilities: 35 points
Total Possible Points: 100 points

In order to be considered for the position, applicants must meet the Minimum Qualifications listed above. Consideration and selection will be done by the Selection Committee based on the Evaluation Factors.
Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

**PAST PERFORMANCE/PROFESSIONAL REFERENCE CHECKS**

Applicants are required to provide **no less than five (5)** references with an accurate email address. The references will be asked to provide a general assessment of the applicant's suitability for the position. It is the responsibility of the applicant to ensure submitted references are available to provide a written reference in a timely manner.

In addition to comments from references, the Selection Committee will take into account awards or other evidence of outstanding performance in any areas related to the above selection criteria. USAID/Senegal reserves the right to obtain from previous employers’ relevant information concerning the applicant's past performance and may consider such information in its evaluation.

**IV. SUBMITTING AN OFFER**

To ensure consideration of applications for the intended position, Applications must be received by the closing date and time specified in Section I, item 3 and submitted electronically to: usaiddakar-hr@usaid.gov with the Solicitation Number and Position Title in the application submission Subject Line.

Qualified applicants are required to submit a complete application packet including:

1. A **Cover Letter with current résumé/curriculum vitae (CV) attached**. The CV/résumé 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.

2. Applicants are required to provide the **names and contact information of no less than five (5) references** who are not family members or relatives. References should include current or former Supervisors who can provide information regarding applicant job knowledge and professional work experience. Applicants must provide accurate email addresses for all references.

3. Information for the required Personal Services Contracts Form AID 309-2 can be found at http://www.usaid.gov/forms/. 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, etc. **Applicants are required to complete and sign the form.**

To ensure consideration of applications for the position, applicants must prominently reference the Solicitation Number in the Application Submission and Cover Letter. Please note that incomplete and/or unsigned applications will not be considered.

**ALL DOCUMENTS MUST BE SUBMITTED IN ENGLISH.**
V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

Forms outlined below can be found at: [http://www.usaid.gov/forms](http://www.usaid.gov/forms)

1. Medical History and Examination form (DS-6561)
2. Questionnaire for Sensitive Positions (for National Security) (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
3. 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:**
   
   (a) Employer's FICA Contribution
   (b) Contribution toward Health & Life Insurance
   (c) Pay Comparability Adjustment
   (d) Annual Increase (pending a satisfactory performance evaluation)
   (e) Eligibility for Worker's Compensation
   (f) Annual and Sick Leave

2. **ALLOWANCES***:

   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](https://aoprals.state.gov/content.asp?content_id=282&menu_id=101)

   (a) Temporary Quarters 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), and
   (j) Danger Pay Allowance (Section 650)

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.
(If Applicable): As a matter of policy, and as appropriate, an offshore TCNPSC is normally authorized the following allowances:

a. Post Differential (Section 500)
b. Post Allowance (COLA) (Section 220)
c. Payments During Evacuation (Section 600)
d. Education Allowance (Section 270)
e. Separate Maintenance Allowance (Section 260)
f. Educational Travel (Section 280)

Other Benefits: Additional benefits are available for individuals hired from outside Senegal in accordance with the AIDAR, Federal Travel Regulations and Standardized Regulations, e.g., international airfare from place of residence, international shipment of personal effects, unaccompanied baggage allowance, repatriation travel, furnished housing and educational allowances for dependent children.

VII. **TAXES**

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

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

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


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).

**Equal Employment Opportunity Policy**

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

**END OF SOLICITATION**