



**USAID** | **NIGER**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72068520R00009-0001**

**ISSUANCE DATE: October 16, 2020**

**CLOSING DATE: November 5, 2020 - 5:00 p.m. (GMT)**

**SUBJECT: SOLICITATION FOR A U.S. PERSONAL SERVICES CONTRACTOR (USPSC)  
EXECUTIVE OFFICE ADVISOR – USAID NIGER**

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 re-solicitation.

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

This re-solicitation in no way obligates USAID to award a USPSC 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,

**Rodney Stubina**  
Deputy Regional Executive Officer

I. **GENERAL INFORMATION**

1. **SOLICITATION NUMBER:** 72068520R00009-0001
2. **ISSUANCE DATE:** October 16, 2020
3. **CLOSING DATE/TIME:** November 5, 2020 - 5:00 p.m. (GMT)
4. **POINT OF CONTACT:** Recruitment team, [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov)
5. **POSITION TITLE:** Executive Office Advisor– USAID/Niger
6. **MARKET VALUE:** GS-15 (\$109,366 – \$142,180 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.)*
8. **PLACE OF PERFORMANCE:** Niamey, Niger
9. **ELIGIBLE OFFERORS:** Open to U.S. citizens
10. **SECURITY LEVEL REQUIRED:** Secret
11. **STATEMENT OF DUTIES:**

**Basic Function of the Position**

The USAID/Niger organizational package was officially accepted in 2019 to replace the existing office of the USAID representative. Part of that package was an Executive Office Advisor position, and it presently has an NSDD-38 approval for this position. It is one of several new positions that is proposed as part of the reorganization of USAID/Niger. The newly established Executive Office (EXO) based in Niamey, Niger, is comprised of one U.S. Direct Hire (USDH), and two Cooperating Country National (CCN) positions responsible for human resources functions, travel, Information Resource Management, Procurement and relations with the Department of State under a consolidated management platform (shipping and customs, housing, facilities maintenance, personnel related issues, management of sensitive personnel issues, etc.) The workload of the EXO will increase considerably over the years, as s/he will be tasked with building up a skeleton Executive Office into a fully staffed office.

The Executive Office Advisor (EXO) reports to the USAID/Niger Mission Director. In accordance with USAID policy (Automated Directives System 527) the EXO serves as the principal advisor to the Mission Director and mission staff with full responsibility for providing leadership, advice and staff support in the administrative management functional areas. In this capacity s/he is tasked with developing innovative methods for providing improved administrative and logistical support services. The EXO is the focal point and is responsible for ensuring that adequate management and logistical support is provided for all mission administrative services.

#### The Executive Office Advisor:

- Plans, directs, and administers the management functions of the mission including supervising Executive Office staff; develops, interprets, and ensures implementation of administrative management policies, regulations, and procedures; formulates, interprets, and communicates long-range principles, policies, and objectives for administrative services programs. Serves as the key communicator of new administrative policies and procedures.
- Prepares workforce planning scenarios based on various budget scenarios; provides policy advice and guidance on the management and support functions and services required for effective program implementation.
- Participates in project planning and review to evaluate administrative support implications, feasibility, projected costs, and drafting or advising on appropriate administrative support budgets; advises and supports the Mission Director on the full range of personnel matters, including development and implementation of appropriate personnel procedures and planning.
- Analyzes mission management requirements and develops, in cooperation with the Controller, the operating expense and administrative program support budgets for the mission. Directs the administration of the operating expense budget and administrative portion of the program support budget to ensure prompt and legal obligation of funds.
- Serves on Post Boards and Committees as required including the Joint Awards Program, International Cooperative Administrative Support Services (ICASS) Budget Committee, Housing Board, etc.; serves as the USAID Unit Security Officer (USO) and administers the mission security program under the guidance of the Regional Security Office (RSO) and M/SEC.

#### **DUTIES AND RESPONSIBILITIES**

The EXO is responsible for the administrative management of the USAID/Niger mission in the following functional areas:

##### 1. Human Resources Management

- a. Supporting the planning of personnel management operations for the Direct-Hire and Personal Service Contract employees.
- b. Collaborating with mission officials on staffing and workforce planning issues, and recommending actions to ensure maximum effective use of personnel.
- c. Overseeing the recruitment and selection of new personnel.
- d. Coordinating training and staffing development opportunities for the mission and overseeing the Awards program; actively participating in the mission Training Committees.
- e. Counseling employees and their families on a wide range of subjects, including allowances, education, equal opportunity, career development, onward assignments, and employee relations.
- f. Ensuring that accurate personnel data is input into HR automated systems.
- g. Overseeing missions compliance with AEF procedures, processes, and deadlines.

## 2. Administrative Management and General Services

- a. Implementing the mission's administrative management operations.
- b. Overseeing the planning and management of the mission's personal property acquisition, management, and disposal programs.
- c. Serving as the mission representative to the Interagency Housing Board.
- d. Overseeing the planning and management of the mission's communications and records program.

## 3. Management Analysis and Planning

- a. Managing all administrative and logistical support services and resources for the mission in Niger. Directing and coordinating activities of the Executive Office and generally ensuring that EXO activities are carried out in a timely and efficient manner.
- b. Developing internal management systems and implementing procedures, including the establishment and maintenance of a mission directives system. The directives system may include mission Orders and Notices which supplement ADS policies and procedures to address unique post-specific requirements.
- c. In coordination with the Regional Legal Officer (RLO), interpreting USAID management regulations and ensuring mission compliance.
- d. Developing the appropriate organizational structure and staffing requirements necessary to meet the program and administrative responsibilities of the mission.
- e. Regularly evaluating the mission's organization, staffing, and services to ensure the efficient use of material and human resources.

## 4. Budgetary & Financial Planning

- a. Overseeing the formulation and management of the Operating Expense (OE) budget for the mission in coordination with the Controller.
- b. Providing business support to the formulation of the Program Support Budget in coordination with the Controller.
- c. Directing the administration of the OE budget, ensuring prompt and legal obligation of funds.
- d. Monitoring OE-funded obligations for compliance with the forward funding policy.
- e. Ensuring, in coordination with the Controller, that obligations are consistent with Agency funding policies and oversee the monitoring of obligated funds and requesting to de-obligate excess or unneeded funds.

## 5. Program Support

- a. Actively participating on program strategic objective teams with a focus on the personnel and material resource aspects of achieving the mission's strategic objectives.
- b. Participating in the formulation of mission policies on program development, implementation, and evaluation.
- c. Reviewing mission development assistance activities for their management support requirements and participating in the design of the administrative/logistical components of the activities.

## 6. Contract Management

Overseeing the personnel contracting functions. Executing contracting actions will be performed by a regional Contracting Officer.

## 7. Interagency Administrative Support Services

- a. Attending the ICASS platform meetings with the Mission Director.
- b. Coordinating with the Regional Controller and ICASS services provider.
- c. Monitoring and ensuring that the type, level, and charges for services to ensure conformance with support agreements and USAID regulations.

## 8. Information Resources Management

Overseeing the day-to-day operations of the Information Resources Management, including all hardware and software applications. May be designated as the mission Information Systems Security Officer (ISSO).

## 9. Travel and Transportation

Overseeing the preparation, approvals and issuance of Travel Authorizations in accordance with policy and regulations, ensuring that all legal and regulatory requirements are met. Responsible for providing guidance on travel regulations to mission staff.

## 10. Security and Safety

Serving as Unit Security Officer for the mission and, in collaboration with the USAID Office of Security (SEC), ensuring compliance with required security programs.

## 11. Administrative Support to Implementing Partners.

Advising the Contracting Officer on the administrative support available for a contractor and providing the support during the period of the contract in accordance with the provisions of the contract. Providing guidance on tax and duties exonerations processes for USAID's contractors and grantees under USAID bilateral agreements.

## Position Elements

**Degree of responsibility for decision-making assigned to the position:** The incumbent is required to supervise and manage new and unprecedented initiatives/activities that will require independent and innovative decision making and have significant impact. Decisions will consider complex and competing factors where there is no clear solution. The incumbent is expected to make decisions under these difficult circumstances and will be relied upon to serve as the expert decision maker. The EXO is expected to make decisions based on her/her expert knowledge. Only an experienced administrative officer (EXO) with significant experience including organization management/construction/building experience would be able to sift through information and make an informed and well-analyzed decision to successfully manage the EXO operation.

**Level of complexity for work assignments:** Duties are varied and require application of methods to a broad range of problems or situations with substantial depth of analysis. The incumbent will serve as

the mission's expert in Executive Office operations and provides daily supervision to the entire office and serves as a technical mentor for the individuals serving in that office. The EXO is responsible for a vast array of unrelated technical areas including training and mentoring, and also contracting, security, human resource policies and practices, travel regulations, and visa regulations. The incumbent will also represent USAID on interagency management teams and councils.

**Knowledge level required:** The incumbent is expected to have extensive experience and knowledge, as well as serve as an expert, in all areas of administrative management including budget, procurement, motor pool, construction, building maintenance, leasing, human resource management, training management, information technology, records management and correspondence. The incumbent must be able to integrate administrative policies with the mission's program objectives to adequately support the Niger mission, complicating the knowledge level required. Although the incumbent must draw upon a variety of existing regulations and rules, often these various regulations from different sources only make possible solutions murkier. The incumbent, then, must draw upon past experience and knowledge to ensure sound judgment in translating rules and regulations into a solution, answer, or decision.

**Guidelines for the required work, including reporting requirements:** Because of the scope of activities covered by the EXO office, there is a wide variety of regulations that cover the various elements, including the Foreign Affairs Manual (FAM), Automated Directive System (ADS), Standardized Regulations and AID Acquisition Regulations (AIDAR). In addition, some aspects of the job are not directly covered or instructed within the formal regulations such as Global Acquisition and Assistance System (GLAAS) and E-2 Travel. The EXO must have a very sound understanding of this wide variety of regulations and be able, based on experience, to interpret the intent of what at times can be very confusing and contradictory regulations/guidance.

**Complexity of the work environment or its potential effect on the position's responsibilities:** The work environment is highly complex. Work assignments are of great breadth and require a high degree of problem-solving skills to ensure resolution. USAID Niger is a new mission and the Executive Office Advisor will play a key role in the shaping and growing of the entity. The Incumbent must be able to successfully navigate the complex and often evolving working environment and be responsive to high-level political initiatives that may affect existing priorities.

**Scope and effect of the work performed:** As the mission expert on all aspects of Executive Office operations, the incumbent's recommendations will be given substantial weight in final mission decisions with respect to administration and management of the mission. The incumbent is expected to have a comprehensive knowledge of and apply the principles of customer service, as well as sound managerial, analytical, negotiation and interpersonal skills. The incumbent is expected to analyze and interpret pertinent policies for local application, to articulate these policies and their application to USAID administrative management operations, and to put into effective practice USAID regulations and directions.

**Level and purpose of contacts:** The EXO will have proven ability to work as a member of a team and to foster teamwork, develop and maintain productive working relationships at all levels, including with USG staff and colleagues, and leaders of the non-governmental organization and corporate community. These contacts will be made through meetings, oral presentations and briefings, written reporting and analysis, and information technology tools.

**Work environment:** It is likely that this position will require some level of telework and the USPSC is required to provide their own computer or laptop, printer and other similar supplies and materials that would be needed to successfully telework as needed.

**Supervisory Controls:** The incumbent reports to the Mission Director. S/He is expected to plan, and to develop policies, guidelines, and practices to achieve results and will have significant leeway in managing operations. These areas of responsibility are complex and require significant analysis and coordination at a high level. The EXO will work with Niger's Front Office, Office Directors, Niger staff, senior management at inter-agency level on key priority tasks. Day-to-day activities will include a combination of strategic-level management and policy guidance as well as operation responsibility at activity level. The incumbent will act and make decisions without direct supervisory input.

**Supervisory Relationships:** The position will have full responsibility over the entire EXO office. S/he will directly supervise the HR Specialist and the IT Specialist. S/he will exercise oversight over the Acquisition & Assistance Specialist.

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

## **II. MINIMUM QUALIFICATIONS REQUIRED**

a. **Education:** A university degree in an area related to Organizational Development, Management, Business Administration, Government/Political Science, Non-Profit Management, or other related field is required.

b. **Work Experience:** Minimum of ten (10) years of progressively responsible professional experience in government administrative services management required.

c. **Knowledge:** Expert-level knowledge and application of government contracting, development activity planning, budgeting, financial management, personnel, and administration systems. Incumbent is expected to be an expert, consulted by mission management and implementing partners, on all issues pertaining to contract and grant development, management, implementation, and enforcement. Knowledge of USG regulations related to grants or contracts administration is required.

d. **Language Proficiency:** Fluency in English and good working knowledge or familiarity in French.

e. **Skills and abilities:** Must possess superior negotiation, written and oral communication, and interpersonal skills (required). The incumbent must: 1) demonstrate strong analytical and writing skills; 2) present technical information in concise written and oral form; 3) coordinate programs and visits independently; 4) organize informal training for USAID staff and partners. The candidate must also have the ability to establish rapport and effective communication with USG staff, implementers, USG counterparts, etc. He/She must also have excellent management, interpersonal and teamwork skills. Proven skills in mentoring and coaching staff are a requirement.

f. **Communication Skills :** Proven ability to work as a member of a team and to foster teamwork is required, as is the ability to develop and maintain productive working relationships at all levels, including with USG staff and colleagues, and leaders of the non-governmental organization and corporate community. Demonstrated ability to communicate effectively through oral presentations and

briefings, written reporting and analysis, and information technology tools. Demonstrated ability to lead contract negotiations and dialogue with implementing partners.

### **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.

Applicants meeting the required minimum qualifications for the position will be evaluated based on information presented in the application and obtained through reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants and make the interview a deciding factor in selection.

#### **Evaluation factors**

Work Experience: 30 points

Skills and Abilities: 30 points

Communication Skills: 15 points

Knowledge: 25 points

#### **Experience: (One of the Two Most Important Factors, equally important as Skills)**

- At least 10 years of progressively responsible experience in performing and supervising USG management operations or overseas experience specifically related to administrative management for a large and complicated organization, including space planning, lease management, property management, procurement, contracting, USG travel, and personnel management required.
- Work experience must demonstrate proven ability to work independently with minimal supervision or guidance.
- Proven ability to understand and resolve complex administrative issues.

- Demonstrated successful experience in the field of management and administration, including personnel administration, management analysis and planning, general services and travel in an international context supporting development initiatives required.
- Ability to establish and maintain professional and effective contacts within the mission and the business community of the mission is required.
- Experience must be hands-on providing day-to-day direction to support administrative and operational needs of the mission.

**Skills: (One of the Two Most Important Factors, equally important as Experience)**

- Must possess strong interpersonal and cross-cultural skills enabling him/her to establish and maintain strong contacts with customers both within and outside the immediate office.
- Proven leadership and management skills particularly with respect to administrative issues are required.
- Proven ability to lead, train, and supervise required.
- Proven ability to analyze, conceptualize, negotiate, exercise sound judgment, and originate ideas required.
- Proven ability to identify problems, and develop creative solutions required.
- Proven interpersonal skills to manage requests with patience, diplomacy, and a sense of humor required.
- Incumbent must have experience working in a team setting.
- Strong mentoring and training skills are required, especially in regard to managing a training center and in managing the junior officer program.

**Knowledge: (Second Most Important)**

- Expert knowledge of the broad range of administrative management issues including leasing, property management, physical security, general services, personnel management, procurement, budgeting, records and correspondence is required.
- Demonstrated understanding of programming policies, regulations, budgeting, and documentation is required. Thorough knowledge of international development systems, including acquisition and assistance, development programming, supply management, contract management, financial management and human resource management is required.
- Knowledge and ability in management of training programs and processes required.
- Knowledge of managing and administering a broad ranging training program required.
- Knowledge of mentoring programs required.

**Communication: (Third Most Important)**

- Demonstrated excellence in oral and written communication, including the ability to obtain, evaluate, and interpret reports, and to effectively communicate USAID's mission and policies to the public are required.
- The incumbent must have the ability to make oral presentations logically and persuasively.
- The incumbent must have the ability to communicate orally and in writing quickly, clearly, and concisely.

#### **IV. SUBMITTING AN OFFER**

Offers must be received by the closing date and time at the address specified in Section I, item 3, and submitted electronically to: [usaiddakar-hr@usaid.gov](mailto:usaiddakar-hr@usaid.gov) **with the Solicitation number in the application submission.** **Note that applications from non-U.S. citizens cannot be considered.**

**Qualified applicants are required to submit:**

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 a minimum of five (5) references within the last ten (10) years from the applicant's professional life namely individuals who are not family members or relatives. References should be from direct supervisors who can provide information regarding the applicant's work knowledge and professional experience. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
3. Offeror Information for Personal Services Contracts form **AID 309-2** which 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, educational support, etc. **Offerors are required to complete and sign the AID 309-2 form.**

**PLEASE NOTE THAT INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

#### **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. Forms outlined below can be found at: <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. Finger Print Card (FD-258)
4. Declaration for Federal Employment (OF-306)

#### **VI. BENEFITS/ALLOWANCES**

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

##### **A. 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

**B. 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)

**VII. TAXES**

USPSCs are required to pay Federal income taxes, FICA, 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:

1. **USAID Acquisition Regulation (AIDAR), 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/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 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>.
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/OGES%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.

Please note that only shortlisted applicants will be contacted to participate in the oral interview process.

**END OF SOLICITATION**