



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062421R100005

ISSUANCE DATE: February 3, 2021.

CLOSING DATE/TIME: February 23, 2021. 11:59 p.m. Accra time

SUBJECT: Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist- (Water, Sanitation and Hygiene)

(Local Compensation Plan)

Dear Prospective Offerors:

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

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

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez
Contracting Officer

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

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I. GENERAL INFORMATION

- 1. SOLICITATION NO: 72062421R100005**
- 2. ISSUANCE DATE: February 3, 2021**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 23, 2021, 11:59 p.m Accra time.**
- 4. POINT OF CONTACT: acpersonnel@usaid.gov**
- 5. POSITION TITLE: Project Management Specialist - Water, Sanitation and Hygiene (WASH)**
- 6. MARKET VALUE: GHS 131,716.00– GHS 197,595.00** equivalent to FSN-11
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. Final compensation will be negotiated within the market value.
- 7. PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start about **May 2021**. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
- 8. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Work.
- 9. ELIGIBLE OFFERORS:** All interested candidates eligible to work in Ghana. Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
- 10. SECURITY LEVEL REQUIRED:** Regional Security Office Clearance.
- 11. STATEMENT OF DUTIES**

1. General Statement of Purpose of the Contract

Strengthening water, sanitation and hygiene programming is in line with USAID's Global Water Strategy and efforts at overall development and achievement of the Sustainable Development Goals. These targets have a focus on improved water supply, sanitation, hygiene and control, and eradication of water borne diseases. Increasing access to potable water and improved sanitation and hygiene are essential to achieving targeted health outcomes and sustained economic growth and poverty reduction. Increased emphasis on water, sanitation and hygiene improvements and a demonstrated gap in sanitation and hygiene attainment in West Africa creates the need for a dedicated WASH specialist to coordinate this activity area across multiple country offices, and to provide technical and programmatic support from USAID/West Africa.

The position will provide leadership, program management and technical support for United States Agency for International Development (USAID) water and sanitation-related programs. The Water, Sanitation and Hygiene (WASH) Program Management Specialist will: 1) Contribute to efforts to design and manage regional programs and targeted bilateral mission programs that focus on improving water supply, sanitation and hygiene; 2) Lead efforts to monitor and evaluate all mission activities contributing to improved water supply, sanitation and hygiene; 3) Provide overall technical analysis and guidance to the mission on strategies to improve water supply, sanitation and hygiene; 4) Serve as a liaison between USAID and other United States Government (USG) agencies, national and regional WASH partners in government, non-governmental organizations (NGO) and donor agencies. The Water, Sanitation and Hygiene Specialist is expected to guide, coordinate, manage and monitor the expanding and high-profile water, sanitation and hygiene related portfolio of the region, leading to successful outcomes. He/She must interact with a range of bilateral colleagues involved in the sector, maintain oversight of the overall sector impacts and ensure the efficient use of resources.

2. Statement of Duties to be Performance

A. Program Management 60%

1. Develop concept papers, scopes of work, USAID program/project activity design documents and support bilateral and multilateral donor coordination related to the design of water, sanitation and hygiene related programs.
2. Support the design and implementation of targeted water, sanitation and hygiene program and activities with the goal of ensuring that program design and implementation will achieve planned results and USAID goals.
3. Lead the development of a performance-monitoring plan for all Mission activities contributing toward the objectives of the Senator Paul Simon Water for the Poor Act and its associated directives and contribute to data collection and synthesis.
4. Document development impacts and resolve implementation issues in an efficient and professional manner.
5. Develop, maintain and strengthen working relationships with key partners, including national ministries, local governments, international organizations and other donors, private sector, NGOs, universities and the media to identify and implement efforts to increase synergy among the key stakeholders.
6. Compile, analyze, and disseminate, on a regular basis, to USAID mission staff and USAID/Washington, progress in achieving sector objectives together with commentary on issues and recommended solutions.

B. Sector Leadership and Strategy 25%

Lead efforts to identify, prioritize and address policy and institutional constraints impeding the attainment of sustainable access to improved urban and rural water supply and sanitation in the country. Help to identify, prioritize and address key technical challenges in water and sanitation service provision and management in the region. Identify opportunities to use available USAID resources to expand water supply and sanitation coverage and improve hygiene and leverage resources from other related funding streams, e.g., food security, sustainable landscapes, nutrition, etc. Play a key role in identifying and coordinating among

the various USG and internal USAID water, sanitation and hygiene-related activities and players. Actively engage with government, other donors and organizations involved in the sector to promote collaborative planning toward long-term sustainable solutions.

C. Advisory and Technical Services 15%

1. Provide briefings to USAID and its partners on the status of USAID water, sanitation and hygiene activities in West Africa or in priority or aligned countries in the region. Prepare and deliver presentations on the same issues to local government and USG officials and international and local program partners and colleagues.
2. Provide technical input to program and strategy design and planning based on knowledge of international best practice and the particular constraints presented in country.
3. Provide assistance in defining the type of assistance needed by the Mission, facilitate discussions with water and sanitation service contractors, and schedule delivery of this assistance.
4. Carry out other tasks to support the achievement of USAID's mandate and objectives, as directed by supervising officer.

3. Supervision Received: The incumbent works under the general supervision and policy guidance of the Environment/WASH Officer, who will review and approve his/her work plan and performance measures. The incumbent is also expected to collaborate with the Program office where appropriate.

4. Supervision Exercised: The incumbent serves as AOR and Activity Manager for Water, Sanitation and Hygiene activities in the Mission, and monitors grantees /contractors working in water and sanitation.

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

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 minimum of a bachelor's degree in environmental management, public health, engineering, social and behavioral sciences, economics or related field is required. Demonstrated proficiency in computer-based software application and processing is required.
- b. Prior Work Experience:** At least 5 years of demonstrated practical experience in urban and rural water supply, sanitation, and hygiene improvement, including work in the countries in West Africa. The position requires a combination of managerial, technical, and analytical abilities combined with the demonstrated ability to manage resources and programs. Expertise in the areas of sustainable rural or urban water supply provision, basic sanitation improvement, hygiene promotion especially done in support of water and sanitation access improvements, sector policy reform, or program design is required.
- c. Language Proficiency:** Fluency in English and limited French is required. Excellent oral and written communication skills are essential. **Language proficiency may be tested.**

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

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

1. Prior work experience (20 points)

Demonstrates practical experience in urban and rural water supply, sanitation and hygiene improvements, including work in environments comparable to that of Benin. The position requires the demonstrated ability to manage resources, programs and people.

2. Knowledge (40 points)

Direct experience implementing bilateral or multilateral donor-funded projects. Hands-on experience improving water and sanitation services and hygiene promotion in urban, peri-urban, and rural areas. Experience in strengthening policy frameworks and capacity of local governments, utilities, regulatory agencies, private sector WASH service deliverers and other sector actors. Knowledge of water and sanitation sector development in Africa, including innovative approaches in technology selection, policies/enabling environment, institutional structures, community governance, financing, environmental sustainability, and social/cultural issues, including gender.

3. Oral, written skills and abilities (40 points)

Ability to demonstrate orally and in writing knowledge of WASH issues and capacity for critical analysis and to come to reasoned conclusions is essential. Originality of ideas and creative thinking highly desired.

Total Possible Points: 100 points

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

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

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

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

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

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer from AID 309-2 (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>.
2. Offeror must also submit a signed cover letter and a resume.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s) and work permit or residency permit.
6. Offers must be received by the closing date and time on the first page of this solicitation and submitted via email to acpersonnel@usaid.gov.
7. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

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

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

VI. BENEFITS/ALLOWANCES

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

1. BENEFITS:
 - a. Health Insurance
 - b. Annual Salary Increase (if applicable)
 - c. Annual and Sick leave
 - d. Annual Bonus Salary Advance (0% interest)
 - e. Social Security Contributions
 - f. Local and American Holidays
 - g. Social Security Contribution
2. ALLOWANCES (as applicable):
 - a. Meal Allowance
 - b. Miscellaneous Allowance
 - c.

VII. TAXES

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

In accordance with Mission policy and local labor laws.

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

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

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC-CCN - Product Service Code: R497 - Accounting Info: 624M20ENV21	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION