



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062421R00013

ISSUANCE DATE: July 23, 2021

CLOSING DATE AND TIME: August 21, 2021, 1700GMT

SUBJECT: Solicitation for Resident Hire **U.S. Personal Service Contractor (USPSC): Senior Partnership and Learning Advisor, USAID/West Africa.**

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** 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 offer.

All offers must be submitted to the Point of Contact via email: accrapsc@usaid.gov

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to Patience Charway at pcharway@usaid.gov or Yusif Ibrahim at yibrahim@usaid.gov with a copy to Michael Sampson at msampson@usaid.gov

Sincerely,

Michael Sampson
Contracting Officer
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062421R00013**
2. ISSUANCE DATE: **July 23, 2021**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **August 21, 2021, 1700GMT**
4. POINT OF CONTACT: **Regional Executive Office, USAID/WA, e-mail at accrapsc@usaid.gov**
5. POSITION TITLE: **Senior Partnership and Learning Advisor**
6. MARKET VALUE: **\$93,907 - \$122,077** equivalent to **GS- 14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 10/2021 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

The **base** period will be two (2) years estimated to start in October 2021. Based on Agency need, the Contracting Officer may exercise additional **option periods** for up to five (5) years for the dates estimated as follows:

Base Period:	o/a 10/2021 to 10/2023
Option Period 1:	o/a 10/2023 to 10/2024
Option Period 2:	o/a 10/2024 to 10/2025
Option Period 3:	o/a 10/2025 to 10/2026

8. PLACE OF PERFORMANCE: **Accra, Ghana**; with possible travel as stated in the Statement of Duties.
9. ELIGIBLE OFFERORS: **Open to U.S. Citizens (including lawful Permanent legal residents)**
Proof of Ghanaian residency must be provided with application. Citizenship if dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: **Facility Access**

11. STATEMENT OF DUTIES

The position is located in the USAID/WA Regional Program Office. The incumbent is expected to serve as the SPL Advisor to USAID/WA. S/he leads cross-portfolio integration of Collaboration, Learning and Adaptation (CLA) practices throughout the Mission'. This will entail generating and capturing knowledge across a variety of sources and making it widely available to development practitioners and local stakeholders; and making decisions and adjustments in response to new information and changes in context to support programming, learning and adapting. This position works in close collaboration with the Monitoring Evaluation and Learning (MEL) Advisor to use primary and secondary data to build MEL systems and an adaptive learning platform within USAID/WA.

The SPL Advisor will facilitate Mission efforts to support stakeholder engagement/empowerment activities; broaden the range of stakeholders to include international and regional private sector, and regional non-traditional partners; develop utilization-focused learning agendas; feed new learning information into strategy, projects, and activities at all points in the program cycle; and develop innovative approaches to supporting program adaptation. S/he will also build the capacity of Mission staff, guiding leadership and technical offices to strengthen feedback loops with stakeholders, translate new learning and information about changing conditions into iterative strategic and programmatic adjustments to support development programming across the West Africa sub-region.

USAID/WA recognizes that CLA is essential to ensure that the Mission's development outcomes are as effective as possible, especially during times of change. Strategic collaboration, intentional learning and adaptive management help the Mission to develop integrated approaches to programming, strengthen inclusive development, build productive relationships and continuously assess and adjust the causal pathway to achieve the self-reliance goals and objectives in the 2020-2025 RDCS. The SPL Advisor will assist Mission Management to plan and implement intermediate steps to meet the long term Mission goal to become a regional hub for innovation, foster new partnerships, use science and technology best practices and catalyze the incorporation of CLA-related activities into the larger regional development portfolio implemented by USAID in West Africa.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Build Mission and Partner Capacity (Knowledge, Skills and Attitudes) in CLA (40%)

- Mentor and conduct capacity building activities, training, or workshops with Mission staff to disseminate and implement the core concepts of CLA, and ensure that cross-cutting themes such as gender, youth, integrated development, and resilience, are directly applied in Mission programming.
- Advise Mission Management and provide ongoing feedback on developing and implementing new processes to enable Mission leadership to course correct along the way and improve CLA practices within the Mission, with Implementing Partners (IP), and stakeholders, with a goal toward improving program outcomes.
- Support technical offices with executing their CLA priorities, including linking technical offices to external support or mechanisms and/or developing scopes of work for supplementary support.
- Advise ME/CLA backstops, cross-cutting specialists, and working groups to ensure a focus on the principles, fundamentals and best practices of CLA in support of iterative course corrections and ensure ongoing and evolving alignment of portfolios with strategy.

- Represent the USAID/WA Regional Program Office in MEL-related communities of practice in the Mission and across the Agency, including MEL working group and CLA champions.
- Collaborate with the Mission's training coordinator to ensure sufficient opportunities for USAID/WA staff, IPs, and local partners to receive formal training in CLA as appropriate.
- Support and advise on quality and rigorous designs of qualitative and quantitative learning methodologies to generate knowledge, (e.g., research, after action reviews, special studies, assessments, evaluations).
- Guide technical teams' utilization of research design and methodologies, applied research studies, impact assessments, capturing and sharing new knowledge, engaging stakeholders in CLA, and applying learning to ongoing program and project/activity design and management.
- Develop interactive learning opportunities that inform subsequent work plans, activity designs, target setting, assessments, studies and potential adjustments in project/activity implementation.
- Advise Mission Management, technical and support offices, working groups, Development Objective and Project Teams, as well as external stakeholders in the development of technical strategies, projects, and activities with a CLA lens.

B. Lead stakeholder engagement and build partnerships (30%)

- Support Mission staff with the development of internal partnerships and play a leading role in thought leadership surrounding collaboration and the organization of cross-functional teams.
- Lead the Mission's identification and building of partnerships that support the goals and objectives in the RDCS and maximize the Mission's value added to operating units in the region through its implementation of transnational programs.
- Proactively and masterfully build and facilitate strategic and collaborative relationships within the Mission and beyond, (e.g., senior management, technical offices, working groups, regional organizations, implementing partners, and other donors).
- Communicate effectively to expert and non-expert audiences about CLA practices and expand their adoption in the Mission community and among development partners.
- Become the Mission's champion for the Agency digital strategy, building partnerships with local and international digital technology leaders to bring state of the art digital technology to the region, developing innovative methods to use digital information in development planning, and increase the use of digital technology among local partners for implementing development activities.

C. West Africa Learning and Knowledge Hub -WALK Agenda - (30%)

- Work closely and collaboratively with the Monitoring and Evaluation Specialist and the Mission's MEL Working Group to connect data, learning, knowledge management, and organizational behavior.
- Develop methods of working with the Agency Development Information System (DIS), NEXTGEN, FACTSInfo and other Agency knowledge management systems to continuously generate useful data and conduct analyses to facilitate learning across the region.
- Use expert knowledge to build capacity among Mission staff on key knowledge management principles and learning.
- Engage a wide range of internal and external stakeholders to facilitate the transfer and exchange of knowledge among peers.

- Seek opportunities to advance USAID’s knowledge management and learning activities, ensuring effective sharing and applied learning in topics of strategic interest to USAID/WA including participation in the Agency CLA Community of Practice.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Education: A minimum requirement for the position is a Master’s degree in international development, education, business administration, economics, social science, business or public administration.

Prior Work Experience: A minimum of seven years professional-level experience in public and/or private sector organizations working on adaptive management, and Collaboration, Learning and Adaptation using innovative technologies and communications methods to generate and share knowledge and learning.

Language Proficiency: Level IV English is required with proficiency in speaking, reading, and writing.

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>.

Knowledge/Experience (40 points)

- The incumbent must have mastery of, or ability to use, diverse computer software, virtual platforms to produce on-line and print communications materials, including specialized presentation/graphics software such as Tableau, MS Word, MS PowerPoint, and MS Excel. Understanding of the development, science, technology, innovation and partnership ecosystem, with a focus on West Africa.

- The incumbent should have demonstrative knowledge and experience in private sector and/or public-private engagement partnerships with local and international private sector actors.
- The ability to map international and regional private sector entities with an expressed or potential interest in the development sectors in the Mission and established relationships with these entities would be a tremendous advantage. Knowledge of and experience with working with non-traditional partners in the region, such as, non-government organizations, small businesses, cooperatives, and special interest groups that have the ability to enrich the diversity of partnerships and add value to our development program is essential.
- Demonstrated knowledge of policy, technical and operational aspects of science, technology, innovation and partnership ecosystems related to international development practices in the West Africa Regional context or comparable setting.
- Direct work experience with an international organization and/or donor agency; a thorough working knowledge of USG operations, regulations, policies, procedures and programs desirable.

Skills/Abilities (40 points)

- Excellent communication skills, verbal and written, particularly in writing and editing, are essential, as is the ability to develop relationships, network and operate in the U.S. Government interagency.
- Good interpersonal skills, including an ability to build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a dynamic fast paced environment.
- Excellent facilitation skills both for virtual and in-person meetings, using a variety of facilitation methods, including participatory and co-creation techniques, and various technology platforms is essential.
- Ability to complete multiple tasks simultaneously, ability to handle broadly defined tasks independently, and to work effectively under pressure with minimal supervision, while being a strong team player.
- Superior writing skills.
- Strong communication skills.
- Proven ability to work effectively in a team environment and communicate highly technical information to both expert and lay audiences, and achieve consensus on policy, project, research, and administrative matters.
- Ability to readily understand, analyze and discuss issues around science, technology, innovation and partnership landscape as it applies to development practices.

Interview (20 points)

The candidate's performance during the interview responding to a set of questions related to their knowledge, skills and abilities.

Reference Check

Reference checks will be conducted for the top candidates resulting from the assessment of the evaluation factors.

OTHER SIGNIFICANT FACTORS:

Supervisory Relationship: The SPL Advisor works under the supervision of the Supervisory Program Officer or designate. S/he provides direct advice and guidance to the Mission Director, Deputy Mission Director and Office Directors, and to the Program Office and other offices. S/he is considered an expert in the CLA field. As such, they will be delegated responsibility and authority to plan, schedule, and carry out major CLA-oriented activities concerned with the analysis and evaluation of programs and organizational learning. The SPL Advisor will work with minimal guidelines and supervision but will also coordinate with team members and ensure work products are integrated with other major office deliverables. S/he is also required to determine assignments that must be coordinated with the supervisor and/or senior management and will seek advice and assistance, as needed.

Supervisory Controls: The SPL Advisor will co-lead USAID/WA's MEL working group and regularly engage with Mission's CLA Champions. S/he will also provide professional coaching to Mission staff in practices and techniques for cultivating organizational learning about USAID's development hypotheses, results, and capacities to conduct special studies, learning reviews and/or evaluations. The SPL Advisor may provide oversight and/or supervision of staff on temporary assignments or TDYs to USAID/WA related to CLA.

Authority to Make Commitments: The incumbent will have no independent authority to commit funds on behalf of the U.S. Government. However, internally s/he will play a key role in shaping the Mission's decisions regarding strategic planning, monitoring and evaluation, project design and other key programming functions.

Nature, level, and purpose of contacts: As a function of the position, the incumbent must maintain high-level contacts and communication with internal and external stakeholders including USAID and other USG officials, as well as senior partner country government and non-government officials in the West Africa region, in institutionalizing CLA across the Mission's bilateral and regional portfolios.

Exercise of Judgment: Activities assigned to the incumbent include a variety of duties and processes requiring extensive exercise of judgment. The SPL Advisor works with a high level of independence in advancing USAID/WA's CLA agenda. In instances not clearly covered by written guidelines, s/he uses considerable judgment on a broad range of program planning and project management issues, developing ideas and proposals using her/his own personal, well-informed judgment in devising innovative approaches to resolving technical, administrative, managerial and/or policy problems. The use of initiative, discretion and patience is expected from the incumbent in dealing with USAID/WA personnel, as well as representatives of senior government and non-government counterparts in the region, to resolve problems that arise during the course of work for which there is often no clear solution.

Supervision Exercised: The incumbent may be called upon to provide coaching and mentoring to Mission colleagues.

Time Required to Perform Full Range of Duties: The incumbent is expected to perform the full

range of duties within the first three months.

Available Guidelines: The primary guidelines for this position are USAID's Automated Directives System (ADS), particularly ADS 201; Mission Orders; and USAID policies that relate to Agency programming and project development. Other guidelines include established USAID/WA administrative procedures and regulations and standard accounting, auditing and financial management operating procedures and systems requirements. However, the incumbent will frequently be required to exercise independent judgment under circumstances where guidelines may be insufficient to resolve the programming issue at hand.

IV. SUBMITTING AN OFFER

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. 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**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers 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 on CV.
5. Applicants also must address the above **Section III: Evaluation and Selection Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to two (2) pages, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
6. Applicants must provide a minimum of three (3) and a maximum of five (5) references within the last five years from the applicant's professional life, namely individuals who are not family members or relatives. Three references must 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.
7. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
8. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.

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 found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); *
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); * or
4. Questionnaire for Non-Sensitive Positions (SF-85); *
5. Finger Print 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 \(Government Civilians Foreign Areas\)](https://aopr.state.gov/content.asp?content_id=282&menu_id=101), available at https://aopr.state.gov/content.asp?content_id=282&menu_id=101

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.
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	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)
0001	Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	2	LOT	\$ TBD	\$TBD at Award after negotiations
1001	Option 1 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
2001	Option 2 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> - Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations
3001	Option 3 - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: PSC - Product Service Code: <i>R497</i> Accounting Info: <i>TBD</i>	1	LOT	\$ TBD	\$TBD at Award after negotiations

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/OGE%20Regulations>.
5. **PSC Ombudsman**

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

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

[End of Solicitation]