



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: VA-669-24-00002

ISSUANCE DATE: April 22, 2024

CLOSING DATE/TIME: May 21, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) USAID Project Management **Energy-Infrastructure Specialist FSN-11**

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.

USAID will evaluate all offerors based on the stated evaluation criteria. USAID encourages all individuals, including those from disadvantaged and under-represented groups, to respond to the solicitation.

This solicitation in no way obligates USAID to award a CCNPSC 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 1.

Sincerely,

LINDA GREGORY
Contracting Officer

GENERAL INFORMATION

1. **SOLICITATION NO:** VA-669-24-00002
2. **ISSUANCE DATE:** April 22, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** May 21, 2024 at 11:59 pm
4. **POINT OF CONTACT:** Executive Officer, email at LiberiaHR@usaid.gov
5. **POSITION TITLE:** Energy-Infrastructure Specialist
6. **MARKET VALUE:** \$45,350.00 - \$ 72,566.00, FSN- 11
In accordance with AIDAR Appendix J and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment for the purpose of automatic tax withholding.
7. **PERIOD OF PERFORMANCE:** Five-Year Period of Performance with the possibility to renew in accordance with ADS 309. Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, Cooperation Country Personal Services Contracts (CCNPSCs) are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five year limitation in the FAR. Start date is pending security and medical clearances.
8. **PLACE OF PERFORMANCE:** Monrovia, Liberia.
9. **ELIGIBLE OFFERORS:** This solicitation is available for Cooperating Country Nationals (CCNs). CCNs are individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Non-Liberian citizens must possess a valid Liberian work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for work permits.
10. **SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy Regional Security Officer at post.
11. **STATEMENT OF DUTIES**
 - A. **Basic Function of Position**

The Energy-Infrastructure Specialist will report to the Infrastructure Team Lead of the Economic Growth Office (EGO) at USAID/Liberia on administrative and management issues; and as a senior-level advisor and technical expert, he/she will

exercise significant independent judgment on matters of policy and technical direction and will make decisions to ensure successful program implementation. Moreover, he/she may be required to provide policy analysis and options on energy, infrastructure, service delivery, and utility management issues as requested by senior Mission management and other US Government officials through Mission management.

The Energy-Infrastructure Specialist will also represent USAID, as requested and appropriate, at meetings with senior Liberian officials and technical counterparts donors, non-governmental organizations, and implementing partners.

Infrastructure and utility service delivery in general, and energy supply in particular, is a binding constraint to social and economic development in Liberia, as such, service delivery is critical to achieving the Mission's development objectives. The Energy-Infrastructure Specialist must be a proactive, forward-leaning, results-oriented professional that will actively work across Mission technical teams to provide leadership and technical input on energy and infrastructure needs to achieve the Mission development objectives and strategic vision. The position will provide technical expertise and support policy dialogue and coordination for the USAID/Liberia technical offices and Mission leadership. This includes providing requested technical advice in energy and infrastructure sector development issues and policies in Liberia to the Mission Director, Deputy Mission Director, and other Office Directors, as requested. The position will support the Team in maintaining a comprehensive knowledge of current energy and infrastructure sector issues as well as maintaining professional working relationships with Government of Liberia (GOL) officials, the United States Government (USG) interagency, other donors, key implementing partners, and local leaders.

The Energy-Infrastructure Specialist will be asked to assimilate, analyze and respond to rapidly changing circumstances and help guide the implementation of Agency and Mission strategies, and will serve as the lead on the Mission's Power Africa activities to achieve optimal results. He/she will be expected to bring state-of-the-art technical practices to Liberia's country-specific development context.

B. Major Duties and Responsibilities

Project Management:

50% of Time

The Energy-Infrastructure Specialist position serves as a project management specialist on key energy and infrastructure activities, and will

- a. Undertake duties of Contracting or Agreement Officer's Representative (COR/AOR) or Activity Manager as needed. Provide input/advice regarding all matters pertaining to proposed, planned, and ongoing activities. Undertake infrastructure and engineering oversight activities as assigned by the Supervisor and/or the Contracting Officer. Provide technical direction to the Implementing Partner (IP) and technical review and concurrence of IP deliverables to the Contracting or Agreement Officer (CO/AO) and keep administrative files and records of these activities.
- b. Conduct regular site visits for quality assurance/quality control to monitor the progress and implementation of energy and infrastructure activities. Provide field trip reports, both written and photographic, as required to monitor progress and to ensure work is progressing in accordance with established contract requirements, specifications, and engineering practices. Monitor the Implementing Partners' adherence to USAID regulations and requirements, including environmental and safety considerations, as well as branding and marking requirements.
- c. Prepare performance reports, briefing papers, concept papers, and other periodic documentation for the Mission, USAID/Washington, the interagency as required, and coordinate site visits for high-level visits.
- d. Liaise with GoL institutions and organizations, including the Liberia Electricity Corporation (LEC), the Ministry of Mines and Energy, the Ministry of Public Works, the Liberia Water and Sewage Corporation (LWSC), and other stakeholders implicated in the implementation of USAID energy and infrastructure programs, updating stakeholders on the implementation and progress of USAID/Liberia and Power Africa activities and soliciting stakeholder feedback and buy-in as appropriate.
- e. Review and approve activity reports, vouchers, and payment requests related to assigned activities, noting discrepancies in documentation and reporting such discrepancies to the Economic Growth Office supervisor and/or Mission authorities.
- f. Attend required meetings, scheduled events, and conferences related to assigned program and project activities. This may involve interacting with national, county, and district community officials regarding project implementation or completion and modification issues, including inspection, security, maintenance, operations, and logistical support requirements. Frequent interactions with high-level government officials may be required.
- g. Ensure compliance with USAID 611e requirements by assessing the host country recipient organizations' technical and financial capacity to manage and operate infrastructure constructed by USAID, and work closely with the Mission Environmental Officer to ensure that Mission supported construction projects are in compliance with Regulation 216 requirements.

- h. Prepare technical documentation including Request for Applications (RFAs), Request for Proposals (RFPs), Statements of Work, Independent Government Cost Estimates (IGCEs), approval memos and other project design and procurement documents as required to develop and approve energy and infrastructure projects and activities, obligate funds, and award grants and contracts in accordance with USAID procurement regulations.
- i. Serve as the chair or member of various Technical Evaluation Committees (TECs) or Selection Committees to evaluate partner applications and proposals, or evaluate potential candidates for employment.

Program Management:

25% of Time

The Energy-Infrastructure Specialist position serves as an expert on energy and infrastructure development for the Mission and will incorporate service delivery considerations into Mission strategy documents and plans, performing the following functions:

- a. Lead in developing a comprehensive strategy for USAID interventions in energy and infrastructure.
- b. Incorporate infrastructure priorities into the Embassy's Integrated Country Strategy (ICS), the USAID Country Development Cooperation Strategy (CDCS), and other UGS strategy documents and agendas to ensure that the Mission is able to accomplish programmatic objectives.
- c. Work with USAID/Liberia Technical Teams to determine energy and infrastructure needs, incorporating key activities and components into project designs that address critical infrastructure gaps to achieve sector goals; and advise technical offices on USAID Policy and Guidance on the implementation of Energy and Infrastructure activities.
- d. Design programs and activities which support and improve the management of the Liberia Electricity Corporation (LEC), the Liberia Water and Sewage Corporation (LWSC), and other service delivery institutions, including the development of public-private partnerships (PPPs) to improve the provision of energy and infrastructure services in Liberia.
- e. Assist in the preparation of the relevant sections of the Economic Growth Office (EGO) specific Portfolio Reviews, Mission Performance Plan and Reports, and the Operational Plans, as well as, other relevant program documents and reports as needed.

Knowledge Management and Relationship Development:**25% of Time**

The Energy-Infrastructure Specialist will also serve as the primary point of contact (POC) for the Mission on energy and infrastructure-related topics, building relationships with GOL, donor community, and private sector counterparts. As the Mission POC on energy and infrastructure sector issues, the Energy-Infrastructure Specialist will perform the following functions:

- a. Serve as the Mission's representative on the Energy Sector Steering Committee meetings and other donor or national dialogues on the energy or infrastructure sectors, and present USAID activities, priorities, and accomplishments.
 - b. Advise GOL counterparts in the development of Liberian regulatory institutions, as needed, and helps them to effectively carry out their mandate; also provides advice to the GOL on energy sector reform, including appropriate models for private sector participation to improve utility management and operations, and development of an enabling legal and regulatory framework.
 - c. Facilitate dialogues between GOL authorities, USG stakeholders, donors, and partners to reach consensus on energy and infrastructure-related activities and transactions; prepare and present reports pertinent to performance monitoring and evaluation, identifying, tracking, and monitoring milestones to evaluate progress.
 - d. Manage outreach efforts with USAID's Development Outreach Coordinator and the State Department's Public Affairs Officer that may include public events, press releases, and close coordination with other USG partners.
 - e. Liaise with other donors and institutions on energy and infrastructure sector policy reform, brief USAID and Embassy management on issues and discussions, and prepare necessary documents, including USAID's position, and talking points for meetings.
 - f. Develop and maintain close professional contacts and active dialogue with energy and infrastructure sector peers in other country donor agencies, and various GOL offices which engage in the policy reform issues.
 - g. Review policies of the GOL that affect the energy and infrastructure sector development including planned or proposed energy infrastructure, energy sector policy reforms, energy tariffs and revenues, and the management of the Liberia Electricity Corporation; provide information on implications of these policies and agreements for Liberia and on the effective implementation of USAID energy and infrastructure sector programs.
- a. Supervision controls: None

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A Bachelor's degree from an accredited university in the field of engineering, utility management, business or public administration, energy and/or environmental management, international development, or other related degree.
2. **Prior Work Experience:** A minimum of five years of prior work experience in project management positions analyzing and coordinating programs in the field of energy or infrastructure development, or related areas, such as public-private partnerships, utility management or operations, or energy sector policy.
3. **Work/Residency Permits:** Valid work and/or residency permits allowing work in Liberia **(if applicable)**
4. **Language Proficiency:** Level IV (Fluent) English, both oral and written.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (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 technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

Applicants will be evaluated according to the following criteria:

1. **Education:** (10 points) Points will be given to candidates with advanced formal education in the required areas, for specialized education in the target areas, and/or for specialized training pertinent to position requirement.
2. **Prior Work Experience:** (20 points) Points will be assigned for prior experience greater than five years, and/or for experience in the energy sector or infrastructure development, public-private partnerships, utility management or operations.

3. **Language Proficiency** (pass/fail): Fluent English ability (Level IV Reading, writing, speaking) will be evaluated through a written test in addition to the in-person or virtual interview.
4. **Job Knowledge**: (35 points) Demonstrated knowledge, or the ability to quickly gain such knowledge, of utility and infrastructure management, and service delivery. Demonstrated understanding of the Liberian energy sector, including matters related to rural electrification, renewable resources, donor investment, public-private partnership and government policy.
5. **Skills and Abilities**: (35 Points) Demonstrated analytical reasoning skills, proficiency in working with Microsoft suite and other computer applications. Demonstrated ability to communicate technical information in concise written and oral form, and to work effectively with governmental and non-governmental stakeholders and private sector counterparts.
6. **Supplemental Documents**: Please provide a supplement to the application addressing the following areas:
 - USAID representatives must be adept at building productive working relationships and working effectively in teams to accomplish goals. This includes communicating and collaborating with USAID staff, senior government officials, and other stakeholders to address challenges. Please describe an instance where you cultivated a constructive partnership with diverse stakeholders with differing opinions to accomplish a specific objective.
 - The Energy Infrastructure Specialist will design, implement, and oversee USAID programs. Please provide your prior experiences and responsibilities in program design and development. Please detail your involvement in situational or problem analysis and how you determined the best course of action or approach.
7. **Reference check** - pass/fail

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form AID 309-2, detailed current resume or curriculum vitae not to exceed 3 pages providing email address and a daytime telephone number;
2. Offerors must submit supplemental documents.
3. Offerors must submit three references who are not friends or family members, along with their contact information.
4. 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.
5. Offeror submissions must clearly reference the Solicitation number on all submitted documents.
6. Incomplete or late applications will not be considered.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
 - Background investigation forms
 - Medical clearance forms
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors - Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

VI. BENEFITS AND ALLOWANCES

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

1. BENEFITS:
 - a) Foreign Service National Defined Contributions Plan (FSN DCP) – Eligible for this Department of State pension program.
 - b) Annual Leave – a total of 15 work days (120 hours) for the first three years of employment
 - c) Sick Leave – Sick Leave is granted as needed.
 - d) Health Insurance. is provided under a U.S. Embassy-managed health plan.
2. ALLOWANCES (as applicable):
 - a) Transportation Allowance
 - b) Miscellaneous Allowance

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/ads/policy/300/aidar>
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 Item

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUN T (F)
0001	Compensation, Fringe, Benefits and Other Direct Costs (ODSc) - Award Type: Cost - Product Service Code: R497 - Accounting Info. TBD	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>.
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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman) for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

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

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.