
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 offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Ifeoma C. Ezeh
Contracting Officer
I. GENERAL INFORMATION

1. SOLICITATION NO.: 72067522R10003

2. ISSUANCE DATE: March 04, 2022

3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: April 04, 2022 - 16H30 Conakry, Guinea time, GMT

4. POINT OF CONTACT: HR Team, e-mail at conakrypscjobs@usaid.gov

5. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (DEMOCRACY & GOVERNANCE)

6. MARKET VALUE: 447,829,522 - 671,744,278 GNF equivalent to FSN-12
   In accordance with AIDAR Appendix J and the Local Compensation Plan of US Embassy/Guinea. Final compensation will be negotiated within the listed market value.

7. PERIOD OF PERFORMANCE: Immediate upon receipt of security/medical clearances. The base period will be for one year, estimated to start on o/a October 09 2022. Based on Agency need, the Contracting Officer may exercise four (4) additional option periods of one (1) year for the dates estimated as follows:

   | Base Period: | October 09, 2022, to October 08, 2023 |
   | Option Period 1: | October 09, 2023, to October 08, 2024 |
   | Option Period 2: | October 09, 2024, to October 08, 2025 |
   | Option Period 3: | October 09, 2025, to October 08, 2026 |
   | Option Period 4: | October 09, 2026 to October 08, 2027 |

8. PLACE OF PERFORMANCE: Conakry, Guinea
   with possible travel as stated in the Statement of Duties.

9. ELIGIBLE OFFERORS: Cooperating country national (“CCN”)

   DEFINITION OF A CCN PER THE AIDAR:
   “Cooperating country national” (“CCN”) means 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: Facility access.

11. STATEMENT OF DUTIES
A. General Statement of Purpose of the Contract

The Project Management Specialist (Democracy & Governance) reports directly to the USDH Democracy, Rights and Governance (DRG) Officer in USAID/Guinea and Sierra Leone. S/He acts as the Mission’s key focal point for tracking local socio-political contexts, project planning and implementation, administration, financial supervision, monitoring and evaluation of the Mission’s portfolio of DRG activities. The DRG Specialist serves as a wide-ranging subject-matter expert and principal development advisor on human rights and democratic governance, engaging such DRG-related areas as civil society and media strengthening, political processes and political consensus building, decentralization reforms, political parties and elections support, conflict management and mitigation (CMM), equalizing participation by women and youth and cross-sector challenges such as health governance or coordinating with Economic Growth activities (DG-EG linkages) in Guinea (and in Sierra Leone as needed). S/He is responsible for developing and maintaining working relationships in Guinea with relevant civil society groups, media, inter-communal peace-building institutions, government officials, donors working in related fields, United States Embassy officials, plus other key political actors.

The Project Management Specialist (Democracy & Governance) will supervise one FSN-11 DRG Project Manager Specialist within the DRG Office, while also mentoring one FSN-7 Secretary or prospectively an FSN-8 Program Assistant (supervised by the Economic Growth Office director, with technical guidance by the Project Management Specialist (Democracy & Governance)), as part of a multidisciplinary integrated Mission structure. Within the Mission’s integrated technical office structure, the senior technical staff in charge of DRG, Health and Economic Growth programs support one-another and play interchangeable roles when necessary. The Project Management Specialist (Democracy & Governance) must thus exercise a high level of knowledge of the entire USAID/Guinea DRG program portfolio as well as cross sector integrated activities such as the (3-year $12 million) Health Governance Activity and the (2-year, $1.1 million) Fiscal Transparency Activity, co-managed with the Economic Growth Office.

As the most senior Foreign Service National in the office, the Jobholder plays an essential role in advising high level USAID and State department personnel on issues of democracy and governance and will be responsible for ensuring that USAID/DRG-related messages, cables, and speeches are well informed and contextually grounded. The Project Management Specialist (Democracy & Governance) plays a leadership role in the successful implementation and oversight of project activities in Guinea by providing ongoing guidance, advice, and support to project implementation. S/He serves as AOR for the DRG portfolio’s two core activities, for political system strengthening and CMM, respectively, and as Alternate AOR for other activities as needed.

The Jobholder additionally applies his/her advanced career experience and knowledge to contribute advisory inputs into higher-level Mission-wide strategies and scenario planning, such as updating the Country Development Cooperation Strategy (CDCS), Project Activity Designs (PADs) and Mission contingency planning for varying types/degrees of civil unrest (a critical skill
given still fragile democratic transitions in Guinea and Sierra Leone). S/He will provide contextual advice and lead logistics support for site visits throughout Guinea by senior USG officials, including the USAID Mission Director and US Ambassador. S/he will regularly represent USAID/DRG and other development sector programs to officials at the highest levels of the Government of Guinea (GoG) and attend key local partner and international donor meetings to ensure effective coordination of domestic and international assistance.

B. Statement of Duties to be Performed

Program Management: 40%

The Jobholder serves as the AOR of two core DRG activities that support elections, political processes and conflict mitigation in Guinea. The elections and political process activity, in particular, is implemented by a consortium of three partners (National Democratic Institute, International Foundation for Electoral Systems, and Search for Common Ground) that strengthen a broad range of political system challenges, while the conflict management and mitigation (CMM) activity promotes the peaceful resolution of conflicts, contributing to a more stable environment that can enable broader political and economic development. The Project Management Specialist (Democracy & Governance) ensures day to day communication and interaction with USAID project implementing partners. S/He provides technical oversight of implementing partners and ensures that implementing partners fulfill the requirements of their cooperative agreements in accordance with the agreements’ terms, conditions and specifications. S/He will communicate regularly with the grant managers for each project to harmonize USAID technical direction and project management.

The Jobholder conducts site visits and meets regularly with implementing partners to assess the progress and performance of DRG activities. S/He organizes and coordinates consultants and USAID staff for field visits to DRG and cross sector (DRG-related) activities. S/He identifies implementation problems, issues and constraints, and recommends remedial actions and other ways to improve performance.

S/He participates in activity design and related technical, financial, policy, procurement, gender, youth and other analyses required to implement agreed upon activities, including assessing both gaps and opportunities at the intervention level; identifying various organizations that could serve as change-agents; and ensuring that appropriate program/project documentation is professionally executed. Similarly, s/he supports the review of project designs, sub-grants and proposals for economic, financial, technical, social and environmental soundness.
**Technical Expertise and Communication: 30%**

The Jobholder serves as the senior FSN technical advisor to USAID and other USG offices on DRG- and CMM-related issues. S/He provides expert inputs and perspectives on technical aspects relevant to program development, implementation, and communications. The position is the key point of contact on current political events for both USAID and the Embassy, while maintaining strong relationships with high level government officials, political party leaders, media, civil society and other key political system stakeholders.

The Jobholder leads the provision of expert inputs on DRG and CMM activities and issues into USAID reporting and database systems. S/He provides high level assistance on Action Memos, Program Descriptions, other acquisition-related documents, GLAAS actions, Scene Setters, DRG-related briefers and other information for the USAID Mission’s external public relations, and multiple other mandatory as well as ad hoc requested reporting. This position works closely with the Development Outreach Coordinator to ensure that DRG programs and activities are well represented to the public, the interagency, and Washington. S/He will plan and organize DRG partner meetings and will be the lead in the planning and logistics for evaluations, assessments and TDY support.

The Jobholder contributes to strategic planning exercises and ensures all periodic and special reporting requirements to Washington and Regional USAID/West Africa offices are met related to his/her programs.

The Jobholder regularly tracks and prepares information for mission reports to meet USAID and broader USG reporting requirements, including reporting on Operational Plans, Performance Reports, Congressional Budget justifications, Mission Strategic Resources Plans, human rights and civil society reports, human trafficking reports, reports on gender, youth and people with disabilities, etc. S/He researches assigned subjects and prepares technical summaries and analytical reports as needed.

**Supervision: 10%**

The Jobholder supervises one FSN-11 Program Management Specialist in the DRG office, providing technical and administrative guidance and taking responsibility for the job development and performance, time sheets, leave requests, and approvals for training and travel of that position. The incumbent will also supervise one FSN-9 Project Management Assistant or prospectively an FSN-10 Program Manager.

**Program Design: 10%**

The Jobholder researches potential new areas of program intervention and drafts concept papers, results packages, and activity plans. S/He participates in program designs, evaluation, technical review and monitoring, and submits analyses and recommendations for program development purposes.
**Representation: 10%**

The Jobholder represents USAID and/or the USG in dialogues with civil society organizations, political party representatives, media, host country government officials, private sector actors, and other domestic and international donors, including participation in development forums related to programs under his/her purview. The incumbent will be acting as acting DRG Office Director as needed.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

C. **Supervisory Relationship**

Supervision Received: The USAID/Guinea and Sierra Leone DRG Office Director supervises the Senior DRG Specialist. Assignments are made via annual work objectives, daily email exchanges, and weekly coordination meetings.

D. **Supervisory Controls**

The Jobholder supervises one FSN-11 Program Management Specialist in the DRG office, providing technical and administrative guidance and taking responsibility for the job development, performance, time sheets, leave requests, and approvals for training and travel of that position. The incumbent will also supervise either one FSN-9 Project Management Assistant or one FSN-10 Program Manager

12. **PHYSICAL DEMANDS**

    The work requested does not involve undue physical demands.

II. **MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

a) **Education:** A minimum of a Masters’ Degree is required in a social science or professional discipline related to DRG, such as political science, sociology, economics, anthropology, education, law, public administration, international development, journalism, peace studies (conflict mitigation and management) or African history and regional studies.

b) **Prior Work Experience:** At least seven years of progressively responsible professional experience in the design and management of DRG programs in developing countries, with experience in Guinea preferred and in Sierra Leone a plus.

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.

1. **Selection Process:** After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum qualification required for the position and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum qualification required will not be scored. As part of the selection process, finalist candidates may be interviewed either in person or remotely at USAID’s discretion. Reference checks will be made for only applicants considered as finalists. Reference checks may be conducted with individuals not provided by the offeror. The applicant’s references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant’s cover letter; USAID will delay such reference checks pending the applicant’s concurrence.

2. **Evaluation factors and basis of rating:**
Applicants who clearly meet the minimum qualifications will be further evaluated based on the evaluation factors below.

**FACTOR #1: Language Proficiency - 10 points:**
Working fluency in English and French is required. The Specialist is required to possess a high degree of proficiency in both written and spoken English and French. This will be evaluated based on the written sample as well as during the interview process.

**FACTOR #2: Job Knowledge, Skills, and Abilities - 20 POINTS:**
In 1,000 words or less, outline the key challenges to strengthening democratic governance in Guinea and/or Sierra Leone (although you may also note your pertinent knowledge/experience in addressing DG-related challenges elsewhere in Africa). As an example, please also describe your experience with a project that you initiated, managed and/or supported that achieved successful results, including why the project succeeded and the hurdles you needed to overcome.

**FACTOR #3: SKILLS & ABILITIES - 30 POINTS:**
In 1,000 words or less, outline how you have demonstrated the ability to work independently, manage competing and/or complex situations, monitoring & evaluation, activity/sector/partner coordination, or other challenges in DRG-related areas. Discuss your experience in the following areas: program development and management, monitoring and evaluation, planning, communications skills, team leadership, supervisory, coaching and mentoring skills. Discuss your ability to build effective working relationships with senior country officials, US Government partners, local and international implementing partners, international donors, and other development sector counterparts.

**FACTOR #4: INTERVIEW PERFORMANCE (Oral & Written) – 40 points**
TOTAL POINTS = 100

Professional Reference Checks will be conducted but yield no points.

**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,”. The form must be prepared, signed and submitted in English. Un-signed application forms and any missing requested documents will not be considered.

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, item 4.

3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission.

   SOLICITATION #72067522R10003 Project Management Specialist (D&G) and submit only ONCE via email to: conakrypscjobs@usaid.gov

4. Submit a cover letter

5. Submit a current resume/CV

6. Submit responses outlining the Evaluation Factors #2 & #3 listed in section III above.

7. Provide the names of three to five professional references with current contact information, with both an email address and a telephone number.

   Application letters and Form AID 309-2 must be signed. Incomplete and unsigned applications/forms will not be considered. All the above-mentioned documents are REQUIRED, must be SIGNED and prepared in English.

**IV. 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:

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit security form OF-174.

**V. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:
a. Miscellaneous Allowance
b. Transportation Allowance
c. Tabaski bonus
d. Year-end bonus

VI. TAXES

N/A

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

USAID regulations and policies governing CCN and TCN PSC awards are available at these sources:


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

<table>
<thead>
<tr>
<th>ITEM NO. (A)</th>
<th>SUPPLIES/SERVICES (DESCRIPTION) (B)</th>
<th>QUANTITY (C)</th>
<th>UNIT (D)</th>
<th>UNIT PRICE (E)</th>
<th>AMOUNT (F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Base Period - Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info:</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiation with Contractor</em></td>
</tr>
<tr>
<td>1001</td>
<td>Option Period 1 – Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info:</td>
<td>1</td>
<td>LOT</td>
<td>$<em>TBD</em>_</td>
<td>$<em>TBD at Award after negotiation with Contractor</em></td>
</tr>
</tbody>
</table>
2001  | **Option Period 2 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)**  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info:  
  | 1 | LOT | __TBD__ | __TBD at Award after negotiations with Contractor_  

3001  | **Option Period 3 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)**  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info:  
  | 1 | LOT | __TBD__ | __TBD at Award after negotiations with Contractor_  

4001  | **Option Period 4 – Compensation, Fringe Benefits and Other Direct Costs (ODCs)**  
- Award Type: Cost  
- Product Service Code: [e.g. R497]  
- Accounting Info:  
  | 1 | LOT | __TBD__ | __TBD at Award after negotiations with Contractor_  


4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “Standards of Ethical Conduct for Employees of the Executive Branch,” available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See [https://www.oge.gov/web/oge.nsf/OGE%20Regulations](https://www.oge.gov/web/oge.nsf/OGE%20Regulations).

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](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 in Guinea 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. USAID/Guinea also strives to achieve equal employment opportunities in all personnel operations through continuing diversity enhancement programs.
The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

END OF SOLICITATION