



USAID | MALI

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068820R10005

ISSUANCE DATE: March 24, 2020

CLOSING DATE AND TIME: April 14, 2020/ 5PM

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC - Acquisition and Assistance (A&A) Specialist)

Dear Prospective Offerors/Applicants:

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 General Information section of the solicitation.

Sincerely,

Douglas Quiggle
Supervisory Executive Officer (CO)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068820R10005
2. **ISSUANCE DATE:** March 24, 2020
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** April 14, 2020/ 5 PM
Bamako Local Time
4. **POINT OF CONTACT:** Human Resources Section, email at
bamakohrmvacancies@usaid.gov
5. **POSITION TITLE:** Acquisition and Assistance (A&A) Specialist

This position is a part of an established career ladder, which provides for the potential to progress to the FSN-10 and, subsequently, to the FSN-11 grade level. Attainment of higher-grade levels is contingent upon the Specialist (Trainee) successfully completing required training, meeting agree-upon objectives and milestones, and performing in a Fully Successful (or equivalent) manner.

6. **MARKET VALUE:** The full performance level of this position is equivalent to **FSN-11**, which is between **21,897,069 – 33,940,461 CFA**. However, if USAID/Mali's evaluation does not result in an award at the full performance level, USAID/Mali may make an award to a CCN at a lower level with contract options to place the contractor at each progressive level until the full performance level is reached.

The entry level of this position is equivalent to **FSN-9**, which is between **15,473,415 – 23,983,791 CFA** and the intermediate level of this position is equivalent to **FSN-10**, which is between **18,711,303 -29,002,527 CFA**.

In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Mali final compensation will be negotiated within the listed market value of the performance level for which the CCNPSC is selected.

7. **PERIOD OF PERFORMANCE (INCLUSIVE OF OPTIONS):** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation.

The CCN/employee must possess all of the skills, knowledge, and training requirements BEFORE the EXO can exercise the option to move the CCN to the next higher grade level. The EXO as Contracting Officer should only exercise an option to move the incumbent to the next higher grade when the incumbent demonstrates the skills and abilities necessary for Fully Successful Performance at the next level.

8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Position Description (PD).
9. **ELIGIBLE OFFERORS:** All Malian Citizens and Local Residents with valid work permit at the time of application.

10. SECURITY LEVEL REQUIRED: Security certificate (Certification)

11. STATEMENT OF DUTIES:

This position is established as Acquisition and Assistance Specialist (A&A Specialist) “Ladder” position, which includes positions at the FSN-9, FSN-10, and the full performance level of FSN-11.

At the **full performance level** (FSN-11), the CCN PSC will perform the following general duties:

The A&A Specialist is responsible for managing the procurement portfolio and performing acquisition and assistance functions for programs in the USAID/Mali. Transaction levels for both acquisition and assistance will typically range in size from \$50,000 to \$55,000,000 in estimated value per transaction. All acquisition and assistance methods are employed, including full and open competitive actions done through negotiation or sealed bidding, task orders, delivery orders against established indefinite quantity contracts, interagency agreements, cooperative agreements, grants, and simplified acquisitions. Supervision is provided by a lead Contracting/ Agreement Officer in the Acquisition and Assistance Office (AAO). As a fully empowered representative of AAO, the A&A Specialist is a core team member on multiple Mission Development Objective (DO) teams covering different development sectors, and advises Mission and DO team management on the interpretation and application of acquisition policies and regulations to specific acquisition and assistance activities, both operational and project support. The incumbent advises on the need for waivers, and ensures that procurements comply with USAID regulations.

Sealed bidding is not often used, but the Specialist is sufficiently familiar with the procedure to know when it is appropriate and know how it differs from negotiated procurement, because it is expected that more construction contracts will be executed in the region. The Specialist should also be familiar with Simplified Acquisition Procedures. Both cost reimbursement and fixed price contracts are used routinely and the incumbent fully understands and applies the legal and procedural differences between them.

The incumbent is familiar with the procedures applicable to the acquisition of goods. The A&A Specialist duties involve the procurement of personal and non-personal services. The work load involves the award of delivery orders against indefinite quantity contracts (and the award of those basic indefinite quantity contracts themselves), as well as unique, one time purchase of technical assistance, studies, workshops, training, logistical support arrangements, and direct provision of services in a broad range of program areas.

The incumbent must be able to provide authoritative technical guidance to Contracting and Agreement Officer’s Representatives (C/AORs) in the performance of their procurement-related responsibilities.

A comprehensive knowledge of the Acquisition and Assistance (A&A) process is required since the incumbent is responsible for providing guidance and training in A&A matters to Mission staff

and partners. The Specialist must possess a clear understanding of the differences between acquisition and assistance so that he/she can effectively and accurately represent U.S. Government (USG) policy not only to outside organizations but also to programmatic and administrative officials within USAID/Mali. Moreover, the Specialist must be able to discuss and assess procurement issues with a degree of expertise sufficient to form the basis of well-founded recommendations to the cognizant Contracting/Agreement Officer.

a. Pre-Award Duties and Responsibilities (60%):

Participate in procurement planning functions that may include reviewing strategic objective agreements/results frameworks, participating in program planning meetings, and identifying components of the plans that are accomplished through the participation of outside provider organizations.

Advise DO team members/activity managers of the selection of appropriate acquisition and assistance mechanisms for accomplishing Agency programmatic objectives; identify acquisition issues/potential problems requiring guidance from the Regional Legal Officer; make choice of instrument recommendations to the cognizant Contracting/Agreement Officer.

Collaborate with DO team members/activity managers in the preparation of advance procurement planning documents for each proposed action which reflect the steps required by regulation or policy in the selected mechanism's process, realistic estimates of the time required to accomplish each step and a commitment to maintain the agreed-upon schedule. Keep the Contracting/Agreement Officer informed of anticipated workload demands.

Assist DO team members/activity managers in the preparation of required descriptions of the proposed activity including, as appropriate, statements of work, specifications, program descriptions, program announcements, evaluation criteria, etc. Such assistance may take the form of participation in the original drafting process, review of drafts, training in the preparation of such documents or on USAID regulations as contained in AIDAR, ADS, and AAPDs, and in the Federal Regulations under FAR, CFR, OMB circulars, Executive Directives, and the statutes. Such documents must adequately reflect and protect USG interests in the accomplishment of the programmatic objectives and comply with pertinent statutory, regulatory, and policy requirements. Guide the DO/project teams in best practices and performance-based technical approaches.

Review incoming requisition documents to ensure compliance with all Agency and Mission requirements and appropriateness for the proposed action. Ensure proper recording and processing of requisitions in the Agency's Global Acquisition and Assistance System (GLAAS).

Prepare all required pre-solicitation documents, including determinations and findings, synopses, justifications, IFBs, RFPs, and/or RFAs. When necessary, he/she conducts pre-award conferences with potential offerors and advises the Contracting/Agreement Officer concerning such matters as the adequacy and choice of evaluation criteria, type of contract, the extent and mechanisms of advertising, the appropriateness of the time permitted for bid or pre-proposal preparation, the need for a pre-solicitation or pre-proposal conference, and any special terms and conditions that may be required, particularly if their use would require a deviation from governing regulations. Most

importantly, the incumbent shall ensure that procurement integrity is upheld and maintained for all actions and by all members who participate in the evaluation of those actions.

Prepare solicitation documents which reflect federal grant law and USAID regulations governing assistance instruments or federal acquisition and USAID regulations, policies and procedures, as applicable. Issue necessary solicitations amendments to answer questions concerning such topics as specification changes, language ambiguities, clarification of contract clauses, etc.

Control the flow of information from the Mission to the offering community during the proposal preparation stage, ensuring that all requirements of full and open competition are met and that the integrity of the procurement process is upheld.

Provide instructions to the technical evaluation committee regarding rules and procedures in the conduct of a competitive source selection. Represent the Contracting/Agreement Officer in the evaluation of bids and proposals, ensuring compliance with all published evaluation criteria and factors, and Federal and USAID regulations, policies and procedures. Evaluate bids and offers for responsiveness to the particular solicitation, and documents the relative strengths and deficiencies of each proposal.

Analyze cost proposals and technical scores from the technical evaluation committee, and, based on this analysis, advises the Contracting Officer concerning the makeup of the competitive range in competitively negotiated acquisitions and presents documentation for signature to the Contracting/Agreement Officer. Coordinate issues of technical weakness and excessive costs with the project team prior to the commencement of negotiations.

Perform evaluations and in-depth Cost Analyses of bids/offers/applications. Obtains pricing assistance as necessary and available, and performs cost or price analysis as appropriate, and documents findings. Perform extensive analysis on cost issues with consideration to economic conditions and factors of material, labor, and transportation costs. Closely examines cost and pricing data submitted by offerors to substantiate direct and indirect costs and profit. Advise in determining the reasonableness of proposed costs.

Prepare pre-negotiation strategies which address price, profit/fee, and term's special conditions, as applicable; prepare requests for confirmation of the results of the negotiation, including requests for final revised proposals or revised program descriptions/financial plans, as applicable. Formulate the negotiation strategy, identifies areas subject to negotiation, and consults with technical specialists concerning data submitted by offerors. Conduct extensive negotiations on cost and technical issues prior to contract award, presenting USAID issues of concern and persuades offerors to address technical deficiencies and reduce costs where appropriate. Document the results of the negotiations and makes recommendations in regard to responsibility determinations, which may require either performing or requesting pre-award, financial and program management reviews as circumstances dictate or permit.

Request submission of revised proposals and prepares appropriate contract or grant instruments for award. Coordinate last stages of selection with the project and technical evaluation team(s). Negotiate and draft grants and cooperative agreements with U.S.-based and non U.S.-based PVOs

and NGOs, colleges and universities and other non-profit organizations. Analyze transactions to ensure compliance with Agency cost-sharing and registration policies, as well as local laws governing status. Coordinate contracting activities with other government agencies, frequently negotiating and drafting interagency agreements.

Obtain reports and references, ensuring that offerors' past performance has been relevant and of a high quality. Clarify, and as necessary, instruct the members of the project team, host country counterparts, and other Mission staff on the USAID procurement process as implemented in the Agency.

Ensure that data provided is consistent with all USAID requirements on eligible geographic sources, and that salary structures are consistent with Agency policies. Identify circumstances that will call for a waiver.

Ensure that offerors have adequate management, accounting, personnel, and procurement systems, corporate leadership, available resources, and quality control to satisfactorily carry out contracts. As part of the responsibility determination process, ensure that apparent successful offerors have a record of integrity in their business dealings and are not otherwise precluded from doing business with the US Government.

Prepare award documents that reflect the results of all discussions, any special needs of the project, and applicable terms and conditions.

Distribute award documents, ensure proper recording of the obligation by the Controller's Office, provide all required notifications to unsuccessful bidders, offerors, and USG award publication points, arrange debriefings and ensure proper data entry and processing into USAID acquisition and assistance management systems.

b. Post-Award Duties and Responsibilities (40%):

Responsible for contract administration sufficient to ensure that the terms and conditions of the award are met and that the contractor meets delivery schedules and/or performance milestones in a timely manner to achieve Mission objectives. Organize and conduct post-award conferences to include orientation meeting with the selected contractor/grantee and all cognizant Mission support offices, beneficiaries, and relevant implementer employees to ensure that mobilization efforts will be conducted efficiently and that all terms and conditions of procurement instruments are clear and well-understood by all parties. Provide support in debriefing unsuccessful offerors. Contract/grant administration includes, among other tasks, site visits, change orders, drafting correspondence, initiating contractor performance evaluations, monitoring of reporting requirements, advising C/AORs and contractors on their administration responsibilities, etc.

Advise the Contracting/Agreement Officer and prepare appropriate documentation on any issues that may arise in the course of performance, including changes, disputes, work stoppages, problems with Government Furnished Property or Materials, changes in scope or direction, replacement of key personnel, failure to make acceptable progress, default, payment problems, or

unacceptable performance/deliveries. Recommend appropriate action on all required prior approval requests for the Contracting/Agreement Officer.

Analyze and act to resolve findings contained in audit reports, such as cost items questioned or unresolved (supports recommendations with detailed analysis of each cost, category or element as necessary). Prepare necessary documents to resolve all aspects of audits, questioned or ineligible costs, and accounting issues. Present documentation to the Contracting/Agreement Officer for signature. Review completed (after full performance) official contract/grant files to determine that all contractual actions are satisfied and that there are no pending administrative actions to be resolved. Ensure that all file documents are signed, that there are no litigation actions is pending, and that the contract is complete in every respect and ready to be closed. Ensure that contracts nearing annual anniversaries or final completion have a performance report filled out by the Technical Officer, and submits the report to the contractor for comment.

The Position Descriptions for level 10 and level 9 are herein detailed below:

At the **Intermediate Performance Level** (FSN-10), the CCN PSC will perform the following general duties:

- a. The Specialist (Intermediate Level/IL) is responsible for providing acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs are diverse and multi-sectoral. The Specialist is required to provide assistance with acquisition and assistance processes to designated Technical Offices, and/or DO Teams, and to support a variety of activities. These activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Interagency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide more advanced experience with the intent that the Specialist will be responsible for all phases of the A&A process for complex actions in the future. The Specialist performs complete A&A transactions for activities involving moderate complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (IL) must understand the USG laws, regulations, policies and procedures governing each type of A&A mechanism, and apply these requirements to make recommendations to the supervisor or higher level Specialist/Officer regarding the appropriate instrument type for the situation at hand. The Specialist is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The Specialist should have an operating knowledge of the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (IL) performs his/her assignments semi-independently, seeking the guidance of higher-level Specialists/Officers for more complex activities. The Specialist works directly with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, etc., and supporting documentation. The Specialist provides well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific duties include:

i. Pre-Award Duties: The Specialist assists the Technical/DO Teams with A&A planning, and advises on the selection of the appropriate A&A mechanisms to achieve program objectives. The Specialist collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. With limited assistance, the Specialist conducts pre-award activities for moderately complex competitive solicitations, assisting technical personnel in the preparation of required descriptions of proposed activities, including SOWs, specifications, and program descriptions.

The Specialist advises on the adequacy of evaluation criteria and the extent of advertising required. The Specialist prepares Requests for Proposal and Notices of Funding Opportunities for review by higher-level Specialists/Officers. The Specialist, with assistance as necessary from higher-level Specialists/Officers, ensures compliance with FAR and AIDAR advertisement requirements, including publication of synopses and solicitations. The Specialist assists in the development of pre-negotiation cost objectives in conjunction with the CO/AO or higher level Specialist; recommends the competitive range; negotiates with potential awardees with guidance from higher-level Specialists/Officers; documents negotiations in writing; assists in technical and cost evaluations; recommends the selected contractor and prepares contract files to include making required certifications and determinations necessary for each A&A action. The Specialist works with higher-level Specialists/Officers on pre-award assessment surveys of potential contractors or recipients in order to ensure eligibility prior to an award being made. The Specialist, with limited assistance, prepares award documents that accurately reflect all discussions and provisions relevant to the type of award mechanism to be implemented.

ii. Post-Award Duties: The Specialist monitors performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in his/her assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, with assistance as needed from higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist researches and makes recommendations to resolve issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist conducts closeout of acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. This includes ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

At the **Entry Level** (FSN-9), the CCN PSC will perform the following general duties:

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**Full Performance Level (FSN-11):**

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible work experience in acquisition and assistance is required. As this position is part of a recognized and established career ladder, a minimum of two years of this experience must have been gained working in a USAID Contracting/A&A Office, with at least one year at the next lower, FSN-10, grade level. NB: Additional experience may NOT be substituted for Education.
- c. **Post Entry Training:** The Specialist must have previously successfully completed all mandatory Federal Acquisition Certification – Contracting (FAC-C) Level I and Level II courses in accordance with a formal individual development plan (IDP). Level III training will be provided, in person or on-line, over a period of time as a part of the continuing requirement for all A&A professionals to complete a minimum of eighty (80) Continuous Learning Points for every two-year period. In addition, the Specialist will be provided with formal or on-the-job training to keep abreast of changes in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Office and Mission operating and administrative procedures. Off-site formal training, if considered necessary, will be provided based on availability of course offerings, and availability of funds.
- d. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.
- f. **Skills and Abilities:** The ability to plan and administer acquisition activities, and provide adequate acquisition and assistance support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skills in the use of most elements of the Microsoft Business suite are required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

Intermediate Performance Level (FSN-10):

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.
 - b. **Prior Work Experience:** Minimum of four years of progressively responsible experience in acquisition and assistance, development assistance, or a closely related field is required. As this position is part of a recognized and established career ladder, a minimum of one year of this experience must have been gained working in a USAID Contracting/A&A Office at no less than the next lower grade level. NB: Additional experience may NOT be substituted for Education.
 - c. **Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level II, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-11 level; along, with at least a Successful or equivalent performance evaluation. In addition, the Specialist, as an advanced Trainee will be provided other formal and/or on-the-job training as considered appropriate, based on availability of course offerings, and availability of funds.
 - d. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
 - e. **Job Knowledge:** Knowledge of public and/or private-sector business processes is required. At this level, knowledge of US Federal and USAID Acquisition Regulations, or knowledge and understanding of how to execute and administer an acquisition and portfolio, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A good knowledge of Regional markets pertaining to program and project requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.
 - f. **Skills and Abilities:** The ability to plan and administer acquisition activities, and provide adequate acquisition and assistance support for agency programs and projects in a timely manner is required. The ability to apply governing contracting regulations, procedures, and policies to assigned acquisition and assistance programs is required. An ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skills in the use of most elements of the Microsoft Business suite are required.
- Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

Entry Level (FSN-9):

- a. **Education:** Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree in accounting, law, business, finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and/or organization and management is required. NB: Additional education may NOT be substituted for Experience.
- b. **Prior Work Experience:** Minimum of four years of responsible experience in acquisition and assistance, development assistance, or a closely related field is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or a related occupation, within a USG organization the Host Government, the private sector, or within an international or donor organization, in an English-language work environment. NB: Additional experience may NOT be substituted for Education.
- c. **Post Entry Training:** The Specialist (Trainee) will be provided formal training; successful completion of all mandatory Federal Acquisition Certification courses leading to successful completion of Contracting (FAC-C) Level I, in accordance with a formal individual development plan (IDP), is required for progression to the FSN-10 level; along, with at least a Successful or equivalent performance evaluation. In addition, the Specialist (Trainee) will be provided formal and/or on-the-job training in the ADS, FAR, CFR, OAA-Intranet, the AIDAR, and Mission and Office operating and administrative procedures. Formal training, other than FAC-C Level I, will be provided based on availability of course offerings, and availability of funds.
- d. **Language Proficiency:** Level IV (Fluent) English and French, both oral and written, is required. Familiarity with additional languages in Office-supported countries is desired.
- e. **Job Knowledge:** Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of US Federal and USAID Acquisition Regulations, and/or knowledge and understanding of how to execute and administer a complex acquisition portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, small purchase procedures, and that result in standard and established contract types. A basic understanding of markets pertaining to program/project/activity requirements for services and commodities, and a good knowledge and understanding of US market and pricing methods is desirable.
- f. **Skills and Abilities:** The potential to acquire the ability to plan and administer acquisition activities, and provide acquisition and assistance support for Agency programs and projects in a timely manner, is required. The potential to gain the ability to apply contracting regulations, procedures, and policies to individual acquisition and assistance programs is required. And, an ability to deal effectively with high-level representatives of the US and Regional business community, and with colleagues in USAID Missions and/or host governments throughout the Region is required. Skill in the use of most elements of the Microsoft Business suite is desired.
Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively

under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of acquisition and assistance procurement processes.

III. EVALUATION AND SELECTION FACTORS

Offerors seeking consideration for the full performance level will be considered in isolation first, and only if no acceptable offeror is found at that level, the Technical Evaluation Committee (TEC) will proceed to review offerors at the lower levels. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

1. Education	15 points
2. Prior Work Experience	25 points
3. Language Proficiency	10 points
4. Knowledge	25 points
5. Skills and Abilities	25 points

The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level.

Applicants are required to address each of the selection factors on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criterion described above, and any related considerations.

How the selection will be made: The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. Tests: Candidates may be (pre) tested on English writing skills, Microsoft Office proficiency, or any technical skills test that might be deemed appropriate may be required.
3. Interviews.
4. Reference checks.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. The TEC will consider all offerors below the full performance level on an equal basis for their demonstrated potential to rise to the full performance level. Applicants will be contacted (Step 2) for testing and interviews. Based on the results of the tests, however, an applicant otherwise identified for interview could be removed from the interview list. Following the interviews (Step 3) during which the applicant will be evaluated against the established criteria, the TEC will make a preliminary determination of candidates to be considered for employment and forward that list to HR. HR will conduct reference checks (Step 4&5) prior to advising the TEC of the results of these checks. References may be

solicited from current as well as former supervisors in addition to the references you provide in your application package.

Note:

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply. Current employees with an "Overall Summary Rating of Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted.

1. Resume or curriculum vitae (CV) relevant to the position for which the applicant is applying.
2. Cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position.
3. Applicants are required to provide five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and **must not be family members or relatives.**
4. Copy of Degrees/Diploma or any relevant Academic Transcripts.
5. Applicants must provide their full mailing address with telephone, email address and should retain for their records copies of all enclosures that accompany their submissions.
6. 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**.
7. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: 72068820R10005
8. As this solicitation is for a "ladder" position, Offerors must identify the FSN-equivalent level at which level(s) the Offeror wants to be considered. If the TEC determines that an Offeror is not qualified at the position level(s) the Offeror identified, the Offeror will not be considered further unless the Offeror identified that they are willing to be considered at any lower level(s). An offeror who fails to identify any level for consideration, will be evaluated only against the full performance level.

All CV/Resumes and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Executive Office/CO informs the successful Applicant about being selected for a contract award, the EXO/CO will provide the successful Applicant instructions about how to complete the following:

1. Medical Examination;
2. Security Investigation;
3. Employee Biographical Data Sheet (Form AID 1420);
4. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);

VI. BENEFITS AND ALLOWANCES (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, miscellaneous allowance, and comprehensive medical insurance subsidy. Final compensation will be based on the position grade and negotiated within the corresponding market value.

VII. TAXES

The successful Applicant will be subject to host country tax 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>.
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>

IX. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S Mission in Mali 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. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ End of Solicitation~