



# USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72062424R00004**

**ISSUANCE DATE: April 8, 2024**

**CLOSING DATE/TIME: May 7, 2024/23:00 GMT**

**SUBJECT: Solicitation for Resident Hire U.S. Personal Services Contractor (USPSC) as Young African Leaders Initiative (YALI) Coordinator, USAID/West Africa**

Dear Prospective Offerors:

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

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

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

**All offers must be submitted to the Point of Contact via email: [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)**

**Only shortlisted offerors will be contacted.**

Any questions must be directed in writing to [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

Sincerely,

Donald Brady  
Contracting Officer  
Regional Executive Office  
USAID/West Africa

**I. GENERAL INFORMATION**

1. SOLICITATION NO.: **72062424R00004**
2. ISSUANCE DATE: **April 8, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS **May 7, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)
5. POSITION TITLE: **Young African Leaders Initiative (YALI) Coordinator, USAID/West Africa.**
6. MARKET VALUE: **\$88,520- \$115,079** equivalent to **GS-13**  
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 06/2024 with an option of three (3) one-year extensions for a maximum of five (5) years. Exercise of options will depend on continuing need of services, availability of funds, successful performance, and requisite approvals.

Based on Agency need, the Contracting Officer may exercise the additional **option periods** for up to three (3) years for the dates estimated as follows:

<b>Base Period:</b>	o/a 06/2024 to 06/2026
<b>Option Period 1:</b>	o/a 06/2026 to 06/2027
<b>Option Period 2:</b>	o/a 06/2027 to 06/2028
<b>Option Period 3:</b>	o/a 06/2028 to 06/2029

8. PLACE OF PERFORMANCE: **USAID/West Africa located in Accra, Ghana**
9. ELIGIBLE OFFERORS: U.S. citizens/resident aliens who possess valid Ghanaian work and/or resident permit. Proof of citizenship and/or residency must be provided with application. Citizenship, if dual, must be clearly stated.

**Resident Hire USPSC.**

A U.S. citizen or resident alien who, at the time of contract award, resides in the cooperating country for reasons other than U.S. government or non-U.S. government employment, or under any contract or other arrangement, that provides repatriation to the U.S.; or is a spouse or dependent of a U.S. citizen or resident alien who resides, or will reside, in the cooperating country for the purpose of U.S. government or non-U.S. government employment, or under any contract or other arrangement that provides repatriation to the U.S.

10. SECURITY LEVEL REQUIRED: Facility Access
11. STATEMENT OF DUTIES

**BACKGROUND**

The Accra Regional Learning Center is part of the overall YALI program and is similar in objectives to the Washington Fellowship program except the training takes place through a combination of home-based on-line, and classroom components in Ghana. The Accra RLC provides innovative leadership training to young African leaders (aged 18-35) on three tracks: business and

entrepreneurship, civic engagement, or public administration. Candidates are selected from nine West African countries through a very competitive application process. To date, over 8,000 graduates have completed the program.

Over the last four years, the Accra RLC has continued to offer training to additional cohorts of West African leaders, with an increased focus on building a strategy for a sustainable future. In this regard, strides have been made to develop YALI Africa to harmonize training and support across all four RLC's. This effort toward sustainability also includes engaging with various local and international partners, deepening alumni experiences and working closely with GIMPA to strengthen the institution's capacity for leadership training. In support of the aims, USAID/ Washington granted a new award to Arizona State University titled The YALI Legacy Localization Activity. This transition award will provide an effective and efficient way to develop YALI Africa and implement a Sustainability Model that will design, test, implement, evaluate, and adapt a mix of revenue generating activities, partnerships, sponsorships, and innovative training modules. The Regional YALI coordinator will manage this transition between awards and ensure the implementing partners are collaborating, learning, and adapting (CLA) with each other and relevant stakeholders.

### **BASIC FUNCTION OF THE POSITION**

As a member of the USAID/West Africa (WA) Regional Program Office, the USAID/WA Regional YALI Coordinator serves as the primary YALI point of contact to coordinate with other USG agencies, USAID bilateral missions in the region, and the YALI Coordinator based in the Africa Bureau at USAID/Washington. The Regional YALI Coordinator will build relationships with local and regional organizations to collaborate on YALI and specific Africa-based follow-on activities for Washington Fellow alumni. The Regional YALI Coordinator will work with USAID/WA counterparts on recruiting Fellows; linking Fellows to follow-on opportunities; collecting YALI data; and overseeing an implementing partner to execute Africa-based activities for the Washington Fellows. The incumbent will leverage CLA to adapt programming from the RLC award to the Localization award and ensure a smooth transition for the awards. The incumbent will also work closely with GIMPA, to prepare and execute a revised sustainability plan that secures the program beyond USAID funding. This includes developing and managing partnerships, as well as building the capacity of GIMPA to develop and manage partnerships. The USAID/WA Regional YALI Coordinator will serve as an expert resource and as such, will be expected to stay informed about youth-related programs, partnership opportunities, and initiatives in the region including those coordinated by USAID.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The Regional YALI Coordinator will serve as the primary point of contact for the Fellows, missions, and external partners in the West Africa sub-region. The Regional YALI Coordinator will have responsibilities and duties across a range of areas including:

#### **A. YALI Collaboration and Coordination (40%)**

- a. Serve as primary liaison to the missions and regional partners in the West Africa sub-region, coordinating function between YALI RLCs in Ghana and other stakeholders.
- b. Maintain regular and consistent communication with Fellows, regional and bilateral missions, and the Office of the Coordinator.
- c. Work with local and regional organizations (corporations, non-profits, and public sector) to recruit Fellows, identify internships, mentors, and other opportunities.
- d. Work closely with Development Outreach Coordinators to identify and share success stories with various stakeholders.
- e. Serve as Activity Manager for YALI Localization Award

#### **B. Networking and Partnership Opportunities (30%)**

- a. Identify potential alliance partners and develop relationships with private businesses, corporations, foundations, NGOs, and other non-traditional development organizations through formal and informal outreach, personal contacts, and networking.
- b. Provide guidance to Accra RLC on partnership models with the four regional RLCs and plans for the development of a joint fundraising program that focuses on private sector engagement and the identification of organizations to partner/fund the YALI model.
- c. Represent USAID on the YALI Africa Steering Committee and monitor its implementation and ensure its incorporation in YALI sustainability plans.

### **C. Program Monitoring and Reporting (20%)**

- a. Maintain a YALI repository system to monitor YALI Fellow's effectively track the progress and the success of the YALI Fellows.
- b. Coordinate with USAID's implementing partner to modify activities (if needed) of individual Fellows for professional growth and development.
- c. Collect, analyze, and evaluate complex data to prepare accurate reports.

### **D. Positive Youth Development Advisory (10%)**

- a. Advise USAID/WA technical offices and bilateral offices on the application of the inclusion of youth in the development processes.
- b. Advise on USAID/WA priorities and strategies and the most effective approaches to promote positive youth development and disseminate best practices.

### **POSITION ELEMENTS:**

The incumbent is required to understand Mission and Agency-specific policies and procedures which govern project activity management. Oral guidance from the immediate Supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent will be required to be proactive in keeping abreast of evolving guidelines, policies, and evolving developments in promoting improved learning outcomes, particularly for youth activities. The incumbent will make recommendations and play an active role in determining final decisions.

#### **Supervision Received**

The Regional YALI Coordinator will receive overall supervision, policy guidance and managerial oversight from the USAID/Washington YALI Coordinator and USAID/WA Regional Supervisory Program Office Director or designate. The Regional YALI Coordinator will work closely with other Regional YALI Coordinators and the USAID/Washington YALI Coordinator to help establish broad objectives for the program. S/he will largely work independently.

#### **Supervision Exercised**

The incumbent is anticipated to supervise a limited number of staff. S/he will provide technical direction, guidance and coaching for the entire team and provide substantial "360" input for the performance evaluations of USAID and non-USAID staff.

#### **Exercise of Judgment**

The Regional YALI Coordinator must demonstrate sound and mature judgment, particularly when presenting USAID policies or positions. S/he will exercise a high degree of independent judgment in providing guidance and assistance to a wide range of regional implementing partners in West Africa. S/he will independently plan, prioritize, and carry out the duties and responsibilities of the position. The incumbent will be expected to analyze and address problems by applying relevant guidance (for management/administrative issues) and evidence-based strategies (for technical issues). The use of initiative, discretion, cultural sensitivity, collaboration, and teamwork is expected of the incumbent when working with internal and external colleagues and implementing partners to resolve challenges for which there may be no clear or immediate solutions. If no formal guidance exists, the incumbent will propose solutions in consultation with his/her supervisor and/or other relevant senior colleagues.

#### **Authority to Make Commitments/Obligations**

The incumbent is not authorized to make financial commitments on behalf of the USG. However, because of the incumbent's expertise and standing as a highly qualified professional in his/her field, his/her conclusions and recommendations will be taken into account by USAID direct hire colleagues who have such decision-making authority regarding funding commitments and obligations.

### **OTHER SIGNIFICANT FACTORS**

#### **a) Degree of Responsibility for Decision-Making:**

The incumbent will have wide latitude in planning and executing assignments, including representing the office in internal and external meetings on matters as per discussions with the Regional Program Office. The incumbent will be requested to advise on youth development issues, based on professional knowledge and a professional assessment of regional conditions. S/he will rely

on his/her professional knowledge and integrity, experience and reviewing published information on the results, research and other related information obtained on youth development in Africa.

**b) Guidelines:**

The incumbent must have the ability to understand and operate within USAID's policies and regulations regarding foreign assistance programs. The Regional YALI Coordinator is expected to quickly become familiar with, and be proactive in, keeping abreast of USAID processes, procedures and regulations as presented in USAID's Automated Directives System (ADS) and other relevant U.S. Government policies, directives and programmatic guidelines. Guidance will be available to the incumbent from USAID/Washington YALI Coordinator, YALI point of contacts and the USAID/West Africa Regional staff.

**c) Complexity:**

This is a position of significant complexity. The incumbent must demonstrate leadership and exceptional initiative to effectively engage with other YALI stakeholders across the West Africa region. Given the substantial youth outreach of the initiative in the region, the position requires the ability to plan, implement, and follow-up independently. S/he is expected to be highly productive and meet tight deadlines. The ability to operate sensitively and effectively is essential. S/he must be able to devise solutions for situations that may involve conflict between stakeholders, political sensitivities, unclear or contradictory policies, weak institutions and extreme poverty.

**d) Scope and Effect:**

The incumbent is a Regional Program Office team member and serves to guide the entire YALI team in this subject area as well as the USG Agencies and Embassy officials at the highest levels. S/he will collaborate closely with the USAID/Washington YALI Coordinator, West African Missions and the USAID/WA Regional Program Office Director or designate. S/he also serves as the point of contact for all exterior parties.

**e) Personal Contacts:**

Personal contacts include high-level U.S. Government officials with the Bilateral Mission's YALI point of contacts, USAID/Washington YALI Coordinator, African Union YALI Advisor, private sector and civil society leaders, the State/Alumni Association, Embassy Public Affairs Offices, U.S. Peace Corps, implementing partners and other concerned stakeholders.

**f) Level and Purpose of Contacts:**

The incumbent will represent USAID/WA at external meetings with regional implementing partners, and other interested or relevant parties. Meetings range from factual exchanges of information on YALI issues, strategies, and programmatic guidance, etc. to subjects that could involve significant or delicate issues and differing viewpoints, goals or objectives.

**g) Physical Demands/Work Environment:**

This is a moderate physically demanding position. The incumbent will be physically located at the US Embassy USAID Building in Accra and will be expected to attend meetings and events related to the YALI program on a frequent basis, in Accra and the West Africa region.

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

**A. Education:**

Master's degree or higher in development studies, economics, social science, business or public administration, international development, education, or another relevant field.

**B. Experience:**

Must have demonstrated knowledge and experience in one of more of these areas:

- Positive youth development, youth engagement, youth in crisis and conflict.
- Demonstrated experience in operating effectively in cross-cultural environments.
- Demonstrated ability to lead or assist in project management.
- Strong management and organization skills. Demonstrated teamwork and leadership skills.
- Strong management and Organizational skills
- Demonstrated experience in developing strategic private sector and public-private partnerships in West Africa.
- Demonstrated experience engaging private sector partners, identifying, developing, and managing ongoing relationships with both local and international partnerships.
- Must be an effective communicator and have experience delivering training, presentations, and sessions on topics related to YALI and youth development.
- Experience applying Collaborating, Learning and Adapting concepts in youth related activities.

### C. Language:

Excellent written and oral English.

### Personal Attributes

The successful candidate will have:

- Strong interpersonal skills and leadership skills.
- Demonstrated ability to communicate technical information (verbally and in writing) format) clearly and effectively to both technical and non-technical colleagues.
- Strong conceptual, analytical, and critical thinking skills.
- Diplomatic skills and political sensitivity skills.
- Positive attitude and ability to interact and engage with multicultural groups.
- Ability to work independently and as a team player.

## III. EVALUATION AND SELECTION FACTORS

Applicants meeting the required qualification for the position will be evaluated based on information presented in the application and obtained through reference checks.

- a. Education (10%)** - Master's degree is required with significant study in a pertinent field such as development studies, economics, social science, business or public administration, international development, education (including but not limited to social development, workforce development, and the development of strategies for outreach to the private sector).
- b. Prior Work Experience (30%)**- A minimum of eight (8) years of relevant professional and progressively responsible experience in youth development assistance, including demonstrated experience in management and monitoring of social development activities, and leading the development of partnership initiatives, is required.
  - Comprehensive knowledge and experience in youth development, with a focus on youth engagement, and workforce development sufficient to develop and advise senior-level Agency Administrators on policies and programs for youth and workforce development activities, including innovations and new strategic directions.
  - Experience with private sector development and/ or stakeholder engagement, preferably in an international development context, including the design, formalization, and management of innovative partnerships.
  - Experience advising senior leadership and implementing partners on effective approaches.
- c. Skills and Abilities (25%)**
  - High level of proficiency in written communication, the ability to analyze and evaluate complex data to prepare precise and accurate reports and analytical documents as well as electronic media, training materials and evaluations.
  - High level of proficiency in verbal communication and ability to serve as leader, facilitator, and mobilizer.
  - Ability to apply excellent project management skills to partnership development and management and coordinating a variety of stakeholders.
  - Ability to analyze data and assess the continued development and success of a portfolio of private sector partnerships and their contribution to the long-term sustainability of a development initiative.
  - An ability to work closely with a wide range of people and institutions, including marginalized, women, LGBTQI+, disabled, rural, and vulnerable populations, as well as grassroots activists, and policymakers.
- d. Technical Knowledge (25%)**
  - Knowledge of U.S. Government development policies/private sector partnership models.
  - Knowledge of general trends in private sector partnerships and emerging best practices
  - Familiarity with international best practices in financial management and procurement regulations and proven ability to manage nationally awarded peer- reviewed grants, contracts and awards, including technical, budgetary and human resource management components.
- e. Language Proficiencies (10%)** - The applicant is required to read, write, and speak fluent English (Level IV).

**Total: 100 points**

## **Reference Check**

Reference checks will be conducted for the top candidates resulting from the assessment of the evaluation factors. No score, a satisfactory or unsatisfactory rating will be applied.

Note: References may be obtained independently from other sources in addition to the ones provided by an offeror. If an offeror does not wish USAID to contact a current employer for a reference check, this should be stated in the offeror's cover letter, and USAID will delay such reference check pending communication with the offeror.

Offerors who meet the Minimum Qualifications will be evaluated in accordance with the Evaluation and Selection Factors. Offerors should provide a paper of not more than 3 pages (letter size) addressing the Evaluation and Selection Factors, A to D, in their application package, describing specifically and accurately what experience, training, education and/or awards they have received as it pertains to the factors. In addition, writing samples should be provided separately where specifically requested (Factor C). Failure to address the Evaluation and Selection Factors may result in not receiving credit for all pertinent experience, education, training and/or awards.

## **IV. SUBMITTING AN OFFER**

1. Eligible offerors are required to complete and submit the offer form **AID 309-2**, "Offeror Information for Personal Services Contracts with Individuals," available at <http://www.usaid.gov/forms>.
2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I**.
3. Offeror submissions must clearly reference the Solicitation number on all offeror submitted documents.
4. A Cover Letter of not more than one (1) page.
5. A current CV/resume. The CV/resume must contain sufficient relevant information to evaluate the Offers in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
6. Applicants also must address the above **Evaluation Factors**, in a Summary Statement to be included in the Offers. This Summary Statement, limited to 500 words per factor, must describe specifically and accurately what experience, training, education, and/or awards the applicant has received that are relevant to each selection factor above. The Summary Statement must include the name of the applicant and the announcement number at the top of each page.
7. Applicants must provide a minimum of three (3) professional references, one (1) of which must be a current or former supervisor. USAID reserves the right to contact previous employers to verify employment history. If the offeror had a previous position with USAID, the TEC and/or CO may obtain reference checks from the previous supervisor(s) or CO(s). Applicants must provide e-mail addresses and/or working telephone numbers for all references.
8. Copies of diplomas, certificates or relevant degrees may be included to corroborate the CV/resume.
9. Applicants must provide their full mailing address with telephone, facsimile numbers (if available) and email address and should retain for their records copies of all enclosures that accompany their submission.
10. Submit applications via email to [accrapsc@usaid.gov](mailto:accrapsc@usaid.gov)

V. **LIST OF REQUIRED FORMS PRIOR TO AWARD**

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

Forms outlined below can found at: <http://www.usaid.gov/forms/>

1. Offeror Information for Personal Services Contracts with Individuals (AID 309-2);
2. Contractor Physical Examination (AID Form 1420-62); \*
3. Questionnaire for Sensitive Positions (for National Security) (SF-86); \* or
4. Questionnaire for Non-Sensitive Positions (SF-85); \*
5. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed only upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

VI. **BENEFITS**

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

1. BENEFITS:

- (a) Employer's FICA Contribution
- (b) Contribution toward Health & Life Insurance
- (c) Pay Comparability Adjustment
- (d) Annual Increase (pending a satisfactory performance evaluation)
- (e) Eligibility for Worker's Compensation
- (f) Annual and Sick Leave

\*Note: A US citizen's salary will be subject to employee's FICA and Medicare contribution.

VII. **TAXES**

USPSCs are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

VIII. **USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES**

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

- a. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).
- b. **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:

ITEM NO	SUPPLIES/SERVICES (DESCRIPTION)	QTY	UNIT	UNIT PRICE	AMOUNT (F)



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

- c. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.
- d. **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> .
- e. **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/partner-with-us/acquisition-assistance-ombudsman/psc-ombudsman>.
- f. **FAR Provisions Incorporated by Reference** [52.204-27](#)  
PROHIBITION ON A BYTEDANCE COVERED APPLICATION (JUN 2023)

[END OF SOLICITATION]