



**SOLICITATION NUMBER:** 72064124R10003

**ISSUANCE DATE:** Friday April 12, 2024

**CLOSING DATE/TIME:** Friday May 10, 2024 11:59pm GMT

**SUBJECT:** Solicitation for a **Cooperating Country National Personal Service Contractor (CCN[/TCN] PSC - Local Compensation Plan)**

Dear Prospective Offerors:

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

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

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

This solicitation in no way obligates USAID to award a 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,

**Donald Brady** Digitally signed by Donald Brady  
Date: 2024.04.10 11:21:21 Z

Donald Brady  
**Contracting Officer**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.:** 72064124R10003
2. **ISSUANCE DATE:** Friday April 12, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** Friday May 10, 2024
4. **POINT OF CONTACT:** GhanaApplications@usaid.gov
5. **POSITION TITLE:** Project Management Specialist (Child Protection and Family Strengthening)
6. **MARKET VALUE:** USD \$41,764.00 - USD \$64,732.00 equivalent to FSN- 12  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The period of performance is five (5) years, estimated to start o/a October, 2024. The services provided under this contract are expected to be of continuing nature executed by USAID through a series of sequential contracts, subject to availability of funds, satisfactory job performance and need for continued services.
8. **PLACE OF PERFORMANCE:** Accra, Ghana with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** All interested candidates must be eligible to work in Ghana. Ghanaian Citizens or non-Ghanaian citizens lawfully admitted for permanent residence in Ghana.
10. **SECURITY LEVEL REQUIRED:** US Embassy Regional Security Office Authorisation.

**11. STATEMENT OF DUTIES***1. General Statement of Purpose of the Contract*

In June 2019, U.S. Government Departments and Agencies launched Advancing Protection and Care for Children in Adversity: A U.S. Government Strategy for International Assistance (2019–2023), or APCCA Strategy, which outlines the U.S. Government’s (USG’s) whole-of-government commitment and approach to investing in the development, care, dignity, and safety of the world’s most vulnerable children and their families.

Ghana is a priority country for the USG APCCA Strategy, which seeks to integrate internationally recognized, evidence-based good practices into international assistance for children. USAID seeks to further its efforts under APCCA in Ghana. The core commitments of

APCCA include the following:

### 1. BUILD STRONG BEGINNINGS

Central to USAID's approach is a focus on promoting nurturing care for the most vulnerable newborns and young children, starting before birth, by funding and supporting comprehensive and integrated programming in early-childhood development to provide for children's health, nutrition, safety, and security, responsive caregiving for social and emotional well-being, and opportunities for early learning.

### 2. PUT FAMILY FIRST

USAID supports those most vulnerable children who are or are at risk of living outside of family care by promoting, funding, and supporting nurturing, loving, protective, and permanent family care.

### 3. PROTECT CHILDREN FROM VIOLENCE

USAID promotes, funds, and supports the protection of children from violence, exploitation, abuse, and neglect by investing in preventative and responsive programming.

USAID Ghana has managed significant work for children in adversity and their families per the APCCA Strategy. Between 2016 - 2021, USAID supported the Ministry of Gender, Children, and Social Protection in operationalizing the Care Reform Initiative (CRI), established in 2007 under the Department of Social Welfare, and aimed at transitioning the care system from relying on residential care institutions for children to providing family care and community-based support to children and their families.

USAID has invested in Early Childhood Development by building the capacity of health workers and community members on Responsive Care and Early Learning and integrating screening and counseling into routine clinical services.

USAID, through the Integrated Social Services (ISS) Program with UNICEF, will continue to strengthen the child protection and care systems with a particular focus on strengthening the social service workforce, improving multi-sectoral services for children in adversity and their families (including family care) and increasing child protection interventions in national and sub-national action plans. USAID supports the linkage of LEAP beneficiaries with social safety net programs and supports the government in determining sufficient budget allocations to implement Ghana's child protection and care policy framework effectively.

In social protection, USAID funded a pilot which led to the expansion of the LEAP cash assistance program to pregnant women and families with young children. Because of support provided by USAID, and UNICEF, LEAP now reaches more than 334,438 low-income families in all districts in Ghana, a remarkable increase compared to 73,000 households in 2014.

USAID is re-designing its portfolio and evaluating the opportunities for impactful investment in family strengthening and child development, protection, and care. This includes continued focus on care reform but broadening from previous investments, which focused on reforming the alternative care system and deinstitutionalization to strengthen the broader child protection and care system. Family strengthening includes measures to prevent the separation of children from their families and facilitate sustainable reintegration, including positive parenting, nurturing care, psychosocial support, case management, economic strengthening, and improved referrals to health, education, and other services. During this process, USAID will also consider how family strengthening and strengthening the child protection and care systems can synergize with social protection programs, including LEAP and National Health Insurance.

The job holder will be responsible for leading USAID/Ghana's strategic direction, procurement design and activity implementation and monitoring work on family strengthening, child protection and care, and social protection, and will serve as the lead technical expert representing USAID at the highest (ministerial) levels of government and the U.S. Embassy interagency on Children in Adversity. The job holder will provide strategic direction, identify opportunities, and coordinate program initiatives related to APCCA and social protection.

S/he will work closely and engage in domestic policy dialogue with Government of Ghana bodies at the national and decentralized levels, including the Ministry of Gender, Children and Social Protection (MoGCSP). S/he will also represent USAID on development partner forums with the private sector and other social and child protection and care stakeholders to co-create and develop innovative means and strategies to improve Ghana's social and child protection and care systems. This will intensely focus on operationalizing Ghana's Child Protection Policy framework.

Under the supervision of the Nutrition and Social Protection Team Lead, the Specialist will work as a part of the USAID/Ghana Health, Population, and Nutrition Office to provide strategic and technical oversight to USAID's Family Strengthening, Child Protection, and Social Protection portfolio of activities. S/he will provide day-to-day program management and leadership for specific Family Strengthening, Child Protection, and Social Protection activities; S/he will work across other USAID/Ghana Health, Population, and Nutrition Office sub-teams, in particular, maternal and child health, family planning, nutrition, HIV/AIDS and health system strengthening to seek out multi-sectoral collaboration opportunities and cross-cutting approaches to further USAID's objectives in Family Strengthening, Child Protection, and Social Protection in Ghana. The Specialist collaborates with USAID/Washington's Center on Children in Adversity on strategy, funding, and activity management.

## *2. Statement of Duties to be Performed*

**Technical Leadership****(40%)**

1. Provides expert technical guidance and strategic direction to USAID's efforts to support the Government of Ghana in strengthening families, protecting children, and ensuring social protection meets the needs of Ghana's most vulnerable citizens. Engages directly with Government of Ghana stakeholders at high-level technical meetings to influence domestic policy and prioritization, including resource allocation. Promotes alignment of APCCA objectives within the Government of Ghana's policies and programs. Advocates, as relevant, with government through formal and informal means.
2. Facilitates communication and maintains collaborative working relationships with senior-level government officials. Coordinates across government ministries and offices, including but not limited to the Ministry of Gender and Social Protection, Ministry of Health, Ghana Health Service, the National Development Planning Commission, the Ministry of Local Government and Rural Development, and the Office of Local Government Services.
3. Represents USAID at development partner forums with non-governmental organizations, the private sector, and civil society and ensures that USAID investments remain appropriate and strategic within the country's development context.
4. Supports strategic integration of child protection into the Nutrition and Social Protection multi-sectoral nutrition activities. Leads HPNO's interaction with other USAID technical offices, including the Economic Growth Office, to identify child labor issues, especially within the fishing and farming communities, and with the Education Office to identify opportunities to integrate nurturing care and early childhood development.
5. Represents and makes presentations on behalf of the Agency at high-level meetings; and advises Agency leadership up to the level of the Mission Director, Assistant Administrator Global Health Bureau, Assistant Administrator Africa Bureau, and Assistant Administrator for the Bureau for Development, Democracy, and Innovation on the implications of political and social developments within the sector.
6. Implements child protection and care learning agenda and fosters a learning environment within the Mission and amongst country stakeholders by developing scopes of work for and overseeing the implementation of program learning exercises (e.g., baseline surveys, implementation research); presenting program analyses and technical advances/innovations (e.g., through brown bags, blog posts); and contributing original data or analyses into country evidence forums.

**Performance Management****(40%)**

1. Certified and designated as a Contractor/Agreement Officer's Representative, the Specialist manages a diverse portfolio that includes contracts and grants worth at least \$5 million annually to government and non-government entities for family strengthening, child protection, and social protection programming.
2. Oversee APCCA-related activities funded by USAID Washington and any new projects that result from USG objectives to support children in adversity. In this role as Contracting Officer Representative (COR), Agreement Officer Representative (AOR), or Activity Manager, coordinate projects, facilitate quarterly meetings, review and provide comments on work plans and reports, initiate or participate in relevant government meetings, brief senior US government staff as necessary or as requested in close coordinating with USAID Children in Adversity staff, and support events, visits, and outreach-related tasks.
3. Monitors recipients' progress in achieving program objectives and verifies that the recipients' activities conform to the award terms and conditions.
4. Monitors and ensures the quality of performance data; arranges for and oversees the conduct of validity checks or verification reviews of data collection systems and information provided by partners in accordance with USAID policy guidance.
5. Monitors the financial status of the award and documents accrued expenditures on a quarterly basis; monitors achievement of recipient cost-sharing requirements; reviews performance and financial reports for adequacy and responsiveness; and establishes and maintains adequate award files..
6. Guides and mentors grant recipients, as needed, to ensure that programmatic results adequately align with USAID and host-country strategic priorities.
7. Works with the Agreement/Contact Officer to troubleshoot and address implementation challenges and revise implementation plans, considering changing circumstances.
8. Issues technical directions or guidance when managing contracts in accordance with the terms of the contract; reviews the contractor's request for payments and provides or denies administrative approval. The Specialist navigates complex and often sensitive situations when managing awards to government entities.

**Program Development**

**(20%)**

1. Ensures the technical quality of USAID investments by leading the development of new and continuously improving the quality of existing programs.
2. Act as a technical team lead on the design of new APCCA-related awards and as a support team member for other awards that may impact children. Designs development hypotheses and results frameworks for new programs, recommends appropriate procurement instruments, and proposes review criteria for and participates in the review of technical proposals.
3. Drafts program descriptions and scopes of work and prepares independent government cost estimates and supplemental analyses (e.g., gender, climate change adaptation, etc.) for new programs, as USAID program design policy requires.
4. Contributes to strategic planning across the Mission by preparing concept papers and other narratives for Mission strategic processes such as portfolio reviews, annual operational plans, and multi-year country strategies.
5. Collaborating with the Development Outreach and Communications team, developing talking points, program briefs, and other materials to effectively communicate USAID program successes, challenges, lessons learned, and priorities.

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

### *3. Supervisory Relationship*

The Specialist position is within the Mission's Health Office. Work is performed under the supervision and direction of the Nutrition and Social Protection Team Lead, who will provide verbal and written instructions and general guidelines on projects to be completed or special work assignments. The job holder will also coordinate closely with the USAID Children in Adversity Team. The job holder is expected to perform the work with considerable independence and initiative.

### *4. Supervisory Controls*

The direct supervision of USAID staff is not contemplated.

## **12. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

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

**a. Education:** A master's degree in social work, sociology, law or public administration is required.

**b. Prior Work Experience:** A minimum of seven years of progressively responsible professional experience in social services, child protection, and care, or social protection is required. At least five years of this experience must have included program management and data and policy analysis of social sector programs.

**c. Language Proficiency:** Level IV (fluent) English language proficiency (speaking and writing) is required.

### **III. EVALUATION AND SELECTION FACTORS**

A supplemental document is required with written responses to the Evaluation Factors listed below. Responses to each evaluation factor should not exceed 250 words. When possible, please describe your experience performing the duties described in these factors. Please include specifics on where and when you gained the experience.

**a. Work experience (20 points) :**

- Minimum of seven years of progressively responsible professional experience in social services, child protection, and care or social protection.
- At least five years experience in program management and data and policy analysis of social sector programs.

**b. Job Knowledge (30 points) :**

- Advanced knowledge of social services and the social sector in Ghana.
- Comprehensive professional-level knowledge of development principles, concepts, and practices, especially regarding Ghana's social and child protection and care.
- Good understanding of Ghana's economic, political, social, and cultural characteristics and their impact on child protection.
- Good understanding of government structures and policies in social work, child protection and care, early childhood development, and social safety net programs such as the Livelihood Empowerment Against Poverty (LEAP) Program and National Health Insurance.
- Good understanding of the Ghanaian context in family strengthening, social protection, child protection, and early childhood development, and have an in-depth understanding of Ghana's national care reform/alternative care system landscape.
- Good knowledge of the landscape of development partners such as UNICEF and non-governmental organizations working in family strengthening, child protection, development, and care, and social protection in Ghana.
- Thorough understanding of global best practices on family strengthening, child protection, development and care and social protection.



- Knowledge of USG legislation, policy, and practices related to development assistance and an understanding of USAID programming policies, regulations, and procedures is required.
  - Good working knowledge of budgeting and fiscal management is required.
- c. **Skills and Abilities (30 points) :**
- The Specialist must have experience and skills in strategic thinking and analysis; technical leadership; program planning and implementation; advocacy, communication, and program management.
  - The Specialist will be a social sector expert with relevant practical experience. Proven leadership skills, experience working with the social welfare workforce in the local government, and an understanding of the social sector in Ghana.
  - Must be able to plan, organize and coordinate program management support with local government, international organizations, and the private sector.
  - Ability to co-create, integrate, and use the behavior lens approach in managing activity.
  - The job holder must prioritize and complete tasks effectively and efficiently.
- d. **Team work (10 points) :**
- The individual must be an excellent team player and be able to work independently and under pressure.
- e. **Communication Skills (10 points):**
- Must have excellent verbal and written communication and interpersonal skills.
  - Ability to apply diplomacy in communication and relationships.

**Total Possible: 100 points**

The evaluation and selection criteria of the selected candidate will be based on a review of his/her qualifications, work experience, knowledge, skills and abilities. Applicants who obtain the highest scores based on the criteria defined may be interviewed and may also be required to pass a written test. A security authorization and medical clearance are required prior to employment.

After the closing date of this solicitation, all applications will initially be screened for minimum requirements and a shortlist of applicants developed. Applications from candidates that do not meet the selection criteria will not be scored.

A Technical Evaluation Committee will be convened to review the shortlisted applications and evaluate them in accordance with the evaluation criteria. Only shortlisted applicants will be contacted. No response will be sent to unsuccessful applicants.

USAID retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Reference checks will be conducted only for the successful candidate. If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter. The technical evaluation committee may conduct reference checks, including references from individuals who have not been specifically identified by the offeror, and may do so before or after a candidate is interviewed.

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The Contracting Officer 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 Contracting Officer 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 Contracting Officer 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>.

#### **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) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>
2. Offeror must also submit a curriculum vitae.
3. A supplemental document with written responses to the Evaluation Factors listed under Section III.
4. Relevant educational certificate (s) and work permit or residency permit.
5. 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**

6. To ensure consideration of offers for the intended position, Offerors are asked to prominently reference the position title and solicitation number in the subject line of their email and on all documents submitted.

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

1. The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:
  - a. Medical History and Examination Form (Department of State Forms)
  - b. Security Clearance
  - c. Finger Print Card (FD-258)
2. Ensuring Adequate COVID-19 Safety Protocols for Federal Contractors- Please be advised that, upon award, the contractor will be required to follow the Mission policies and/or directives from the U.S. Department of State regarding COVID-19 requirements.

**VI. BENEFITS AND ALLOWANCES**

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

1. BENEFITS:
  - a. Health Insurance
  - b. Annual Salary Increase (if applicable)
  - c. Annual and Sick leave
  - d. Annual Bonus
  - e. Salary Advance (0% interest)
  - f. Social Security Contributions
  - g. Local and American Holidays
2. ALLOWANCES (as applicable):
  - a. Meal Allowance
  - b. Miscellaneous Allowance

**VII. TAXES**

The Mission emphasizes to its employees the fact that they are obliged to observe Ghanaian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Ghanaian Government. In the absence of a specific international agreement, the U.S. Government will not withhold local taxes from an employee's salary.

### VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCNPSC and TCNPSC** awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at <https://www.usaid.gov/ads/policy/300/aidar>
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

#### LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: BFY: 2022/2023 Fund: GH-C-POP Distribution: 641-M	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor —

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance

with **General Provision 2** and **5 CFR 2635**. See [https://www.oge.gov/web/oge.nsf/resources\\_standards-of-conduct](https://www.oge.gov/web/oge.nsf/resources_standards-of-conduct).

5. **PSC** **Ombudsman**

The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our page for additional information:

<https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: [PSCOmbudsman@usaid.gov](mailto:PSCOmbudsman@usaid.gov).

6. **FAR Provisions Incorporated by Reference**

<b>52.204-27</b>	PROHIBITION ON A BYTEDANCE COVERED APPLICATION	<i>JUN 2023</i>
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