



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72064124R10004

ISSUANCE DATE: Thursday April 25, 2024

CLOSING DATE/TIME: Thursday May 23, 2024 11:59pm GMT

SUBJECT: Solicitation for a **Cooperating Country National Personal Service Contractor (CCN) 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
Contracting Officer

I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72064124R10004**
- 2. ISSUANCE DATE: Thursday April 25, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: Thursday May 23, 2024**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov.**
- 5. POSITION TITLE: Project Management Specialist (Economic Governance Advisor)**
- 6. MARKET VALUE:** This position has been classified at **FSN-11** on the U.S. Embassy salary scale. The annual salary range is between **USD \$31,614.00 - USD \$49,002.00**. This is in accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Ghana. (Final compensation will be negotiated within the market value. Salary is paid bi-weekly in Ghanaian Cedis at the exchange rate in effect when the payment is processed).

*Conversions are made at the most favorable rate legally available to the United States Government (USG), as determined by the International Currency Exchange (ICE) managed by the Bureau of the Comptroller and Global Financial Services (CGFS). This policy is reviewed regularly and a future change may establish salaries in Ghanaian Cedis that are not linked to exchange rates.

- 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*

The USAID Project Management Specialist (PMS) serves as the Economic Governance Advisor, and provides project management support to the Democracy, Rights and Governance (DRG)

Office. The PMS assists the DRG Office Director and Deputy Director(s) to oversee programmatic, administrative and financial aspects of the democracy and governance activities in the portfolio to ensure that project objectives are being effectively met within USAID guidelines and regulations. In this capacity, the PMS supports the development and accomplishment of economic governance programming for the Mission. S/he provides the DRG Office with technical assistance and management support for a portfolio of activities dealing generally with fiscal accountability, economic governance, public financial management, and domestic resource mobilization. The PMS also supports the DRG Office on all aspects of contract/grant management for assigned activities, including performance of grantees and contractors according to approved work plans, monitoring and evaluation, reporting on specific results and impact, and success fulfillment of the quarterly accrual process.

The PMS also coordinates with other USAID Technical Offices to ensure synergy between other sector activities and DRG programming, especially in the cross-cutting area of accountability. S/he functions as the liaison between the DRG office and other technical teams, i.e. health, education, and economic growth, to ensure that each office has the necessary tools and coordination to meet their respective results related to public financial management and fiscal accountability. Further, the PMS functions as the liaison to other U.S. Government Agencies within the Embassy (State Department, Treasury, Department of Justice, etc.) and other international donors on matters related to public financial management and economic governance.

S/he also supports the Mission Partner Government Systems team to undertake updates of Public Financial Management Risk Assessment Framework – Stage 1 Rapid Appraisal of the host country’s financial management system and the Program Office in all democracy and governance related assessments and the development of Program Appraisal Documents.

The Project Management Specialist is required to exercise careful judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. The job holder is required to work with minimum supervision and in collaboration with other professional staff inside and outside the Mission.

2. Statement of Duties to be Performed

1. Portfolio Activity Programmatic Management (50%)

The Project Management Specialist (Economic Governance Advisor) assists the DRG Deputy Director(s) and the DRG Office Director in the management of the USAID Ghana Democracy, Rights and Governance Portfolio. This includes the following areas:

- As the Agreements/Contracts Officer’s Representative (AOR/COR) or an alternate for one or more DRG activities, manage and/or support direct activity management of DRG

Office Contracts, Agreements, and Implementation Letters to ensure that activity objectives are being effectively met within USAID guidelines and regulations.

- Oversee, monitor, and report on performance of Implementing Partners' field activities through review of project documentation, communications, and periodic field visits. Manage review and approval process of annual work plans and planned activities. Evaluate and analyze Implementers' data to ensure accuracy and effectiveness of development activities.

- Assist DRG Office in preparation and presentation of key reviews and documentation, including semi-annual portfolio reviews, annual report narratives, implementation letters, activity approval documents, GLAAS software actions, correspondence and others as required.

- If required in an AOR/COR or alternate capacity, initiate and coordinate processing of amendments or modifications to existing cooperative agreements, implementation letters, contracts or grants.

- Request from partners, maintain and report on information regarding the financial status of project obligations, expenditure, pipelines, and resource requirements. Coordinate closely with the USAID financial analysts and planners. Support the quarterly process of presenting financial accruals of DRG portfolio activities.

- Participate as a technical advisor in financial assessments of DRG partners.

- Contribute to strategic planning, performance monitoring, and major program decisions of the DRG Office.

- Demonstrate independent action in setting work priorities, deciding on activity implementation matters and through identifying and resolving related program issues.

- Assure that all activities are carried out in a technically sound and cost-effective manner, in accordance with applicable Mission and Agency directives and requirements.

2. Stakeholder, U.S. Government and Customer Relations/Coordination (25% of time)

- Serve as the Team's technical professional on all public financial management and economic governance related matters.

- Serve as a liaison with representatives of Civil Society, Government, NGOs, and with representatives of other Donor Organizations and related working groups on issues related to USAID/Ghana's economic governance support programs.

- Act as a liaison between DRG and other USAID/Ghana Offices to ensure that cross-cutting objectives related to economic governance are tracked and met. Proactively participate in team processes and activities.
- Coordinate efforts with other U.S. government agencies (Department of State, Treasury, Department of Justice, etc.) to ensure a whole-of-government approach to economic governance and consistency in messaging and information sharing.
- Liaise with the U.S. Embassy, Civil Society, and the Government of Ghana to support Ghana's participation in international initiatives such as the Open Government Partnership (OGP), the Extractive Industries Transparency Initiative (EITI), or other international initiatives focused on fiscal transparency and accountability.
- Track the development and status of legislation and government policies related to public financial management and economic governance and liaise with the U.S. Embassy and other international donors regarding messaging.
- Coordinate (with the State Department) education and public awareness in Ghana on relevant laws related to corruption and public financial management.
- Provide guidance, accommodation and transport facilitation and briefings to visitors, short-term consultants, and other program-related guests of USAID (e.g., congressional delegations, senior-level USAID officials).
- Serve as a resource person for USAID, the U.S. Embassy and other personnel by answering technical questions and providing briefers and guidance related to economic governance programs and activities. On occasion, conduct representation for USAID on DRG matters.
- Provide direction to other USAID DRG staff, namely the DRG Administrative Assistant, in his/her daily activities.

3. Program Design, Assessment and Reporting (25% of time)

- Participate and lead in the design and development of new DRG activities and initiatives. To support this, coordinate access to resources available from technical specialists either within or external (TDY support) to the USAID Ghana Mission and to facilitate meetings and engagement with Ghanaian stakeholders.
- Coordinate with the Program Office and support all democracy and governance related assessment and development of program description, scope of work and appraisal documents.

- Support the Mission Partner Government Systems team to undertake updates of Public Financial Management Risk Assessment Framework – Stage 1 Rapid Appraisal of the host country's financial management system.
- Coordinate with the DRG M&E Specialist to review and report on all DRG activities.
- Oversee assigned projects through to closeout documentation and final evaluation.

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 USAID Project Management Specialist (Economic Governance Advisor) works under the general supervision of the DRG Office Director. The supervisor makes assignments in terms of overall objectives and resources available. Completed work is reviewed in terms of achievement of program/project/activity goals, effectiveness in meeting host-country and USAID objectives, and integration with other initiatives in the DRG and Mission portfolio. Some technical direction may come from other professionals in DRG; in general, however, the Specialist will be expected to exercise independence and best judgment in discharging the duties of the assignment.

4. Supervisory Controls

Supervision of other Office and/or Mission 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 Bachelor's degree in Political Science, International Relations, Development, Law, Business/Public Administration, Public Affairs or Public Finance.

b. Prior Work Experience: A minimum of five years of professional-level experience in a related role is required: government economic policy reform or advocacy, public financial management, public accountability, domestic resource mobilization, debt management, civil society capacity building, anti-corruption, organizational development, and other technical DRG areas.

c. Language Proficiency: Level IV (fluent) English proficiency is required. Excellent English writing skills and the ability to process information from a wide variety of sources into cohesive, polished documents are required. S/he must be able to clearly articulate concepts and approaches to a

broad spectrum of interested parties, such as U.S. and Government of Ghana officials, civil society leaders, private sector actors, etc.

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 (25 points):** At least three years experience working for an international development agency, the Government of Ghana, a development-oriented private sector company, or a national or international non-government organization (NGO). Experience should be in the area of strengthening economic governance and public financial management.
- b. **Job Knowledge (.....25 points):** Demonstrated understanding of public financial management principles; knowledge of government financial systems and procedures, including revenue collection, expenditure management, cash management, and debt management; Familiarity with international financial standards and practices, such as International Public Sector Accounting Standards (IPSAS), International Financial Reporting Standards (IFRS), and best practices promoted by organizations like the International Monetary Fund (IMF) and the World Bank
- c. **Skills and Abilities (.....25points):** Demonstrated analytical skills, including the ability to analyze complex financial data, identify trends, and interpret results to inform decision-making and improve financial management practices. Problem-solving skills, including aptitude for identifying challenges and developing innovative solutions to address issues related to public financial management within the context of development projects. Expertise in designing and implementing capacity-building programs and institutional strengthening initiatives to improve financial management capacities within government institutions and partner organizations. Strong project management skills are essential for effectively implementing donor-funded programs related to financial management, capacity building, and institutional reform.
- d. **Team work (.....10 points):** Demonstrated ability to work as part of a team and foster a collaborative work environment to deliver results is required.
- e. **Communication Skills (.....15 points):** Demonstrated strong communication and interpersonal skills are essential for engaging effectively with diverse stakeholders, including government officials, donors, civil society organizations, and other relevant partners.

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	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: [e.g., R497] - Accounting Info: <i>BFY: 2022/2023</i> <i>Fund:</i> <i>Distribution:</i>	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.

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.

6. **FAR Provisions Incorporated by Reference**

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