



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: VA-669-24-00003

ISSUANCE DATE: June 27, 2024

CLOSING DATE/TIME: July 10, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) USAID Development Assistance Specialist (**Senior Advisor**) FSN-12

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 CCNPSC 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,

LINDA GREGORY
Contracting Officer

GENERAL INFORMATION

1. **SOLICITATION NO:** VA-669-24-00003
2. **ISSUANCE DATE:** June 27, 2024
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** July 10, 2024 at 11:59 pm
4. **POINT OF CONTACT:** Executive Officer, email at LiberiaHR@usaid.gov
5. **POSITION TITLE:** USAID Development Assistance Specialist (Senior Advisor)
6. **MARKET VALUE:** \$58,013.00 - \$ 92,817.00, FSN- 12
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID Final compensation will be negotiated within the listed market value. Note that all U.S. Embassy Locally Employed Staff are expected to observe and fulfill all tax obligations imposed by the Government of Liberia and you will be required to provide a Taxpayer Identification Number (TIN) before employment for the purpose of automatic tax withholding.
7. **PERIOD OF PERFORMANCE:** Five years, with the possibility to renew in accordance with Agency regulations. An official start date will be established upon receipt of security and medical clearances.
8. **PLACE OF PERFORMANCE:** Monrovia, Liberia.
9. **ELIGIBLE OFFERORS:** This solicitation is available for Cooperating Country Nationals (CCNs). CCNs are individuals who are Liberian citizens or non-Liberian citizens lawfully admitted for permanent residence in Liberia. Non-Liberian citizens must possess a valid Liberian work permit in compliance with host government laws and regulations prior to application. The Embassy cannot sponsor applicants for work permits.
10. **SECURITY LEVEL REQUIRED:** Facility access approved by the U.S. Embassy Regional Security Officer at post.
11. **STATEMENT OF DUTIES**

A. Basic Function of Position

The USAID Development Assistance Specialist serves as a core member of the USAID Mission Front Office leadership team, reporting directly to the Mission Director or designee. The Specialist provides a Front Office resource in the direction of Mission resource allocation, program development, implementation and evaluation, as well as staff development necessary for the growth of the Country program. The Specialist maintains regular contact with senior management at post (Ambassador, Deputy Chief of Mission, etc.), and section heads within the US Embassy. The Specialist acts as a liaison for USAID at meetings with host-government ministerial level officials and staff, and

routinely briefs visiting civilian and military visitors, including Congressional delegations. The Specialist provides insight into host-country and regional opportunities, and immediate and long-term development responses to humanitarian and/or other crises in-country and/or the region. The Specialist serves as an advisor and mentor to staff throughout the Mission, in order to assure a high-performing team, to achieve major development results in a stimulating and often challenging and evolving environment.

B. Major Duties and Responsibilities

- **STRATEGIC PLANNING, IMPLEMENTATION, AND COORDINATION:**

The Specialist provides a local perspective to the management of a dynamic Mission portfolio, and provides programmatic and operational direction, ensuring that activities contribute to USG Foreign Assistance objectives. The Specialist's insight into the design of program strategies and objectives, in close coordination with USAID personnel, the US Embassy, Host Country Government officials, and local civil society officials and refines strategic objectives and advocates on behalf of new programmatic approaches in-country, linked to regional programs, priorities, and challenges, as appropriate. The work requires the Specialist to communicate and coordinate in-country USAID activities between USAID and its implementing partners (IPs), the US Embassy, the Host Country government, and other donor organizations. The Specialist cooperates in the development of regional programming strategies that advance USAID priorities and USG strategic interests in selected key regions; and, provides strategies for their implementation, with a focus on integrated programming by monitoring local and regional political developments, and briefing USAID and partner staff on high-level analyses, and their potential programmatic impact. The Specialist analyzes, synthesizes, and reports on current political developments and security concerns in order to assure achievement of USAID program objectives, with a particular emphasis on regionalization, and how best to strategically direct programming into target areas. The Specialist provides recommendations to the Mission Director and others on program and Mission performance, the appropriateness of programming to USAID country objectives, program and operating expense budgets, and modifications thereto.

- **RELATIONSHIP MANAGEMENT:**

The Specialist provides leadership to the strengthening of USAID relationships and, with the mission managers, coordinates with senior-level host-country counterparts, reaching across technical areas, such as the Ministry of Finance, Ministry of Agriculture, Ministry of Health, any National Planning Departments, etc. The Specialist coordinates closely with other USG agencies and development partners, in order to leverage resources for results, including sectors where USAID is not currently active. The Specialist takes a lead in helping the Mission and USG interagency partners understand the host-country and/or regional context, and, in consultation with the Program Office and/or others, assists in preparing a USG assistance strategy for the host country which aligns with host-country priorities and policies, providing a coherent, strategic approach across often divergent priorities. The Specialist serves as a USAID liaison with US Embassy staff, Host-Country Government

Officials, Donor Organizations, Indigenous and International Non-Governmental Organizations (NGOs), and other pertinent organizations. The Specialist develops and maintains collaborative relationships, in order to ensure close coordination at the field level, identify a range of potential partners and opportunities, and achieve synergy with other programs.

- **MISSION LEADERSHIP:**

The Specialist plays a leadership role in the Front Office, and within the Mission, and applies developed expertise in leading, building, and motivating multiple, senior-level Mission personnel, by leveraging resources across the Mission, partner USG agencies, the host government, and IPs, in order to maximize development impact and integrate programming in target areas aligned with USG priorities. The Specialist reviews and provides input on staffing plans to meet overall program objectives in accordance with Agency policy. The Specialist articulates USAID program strategies, as well as communicates and coordinates in-country Mission and/or regional activities between USAID and its IPs, and, in consultation with appropriate technical offices, with other donor organizations. In consultation with the appropriate offices, the Specialist prepares and distributes programmatic, financial, and periodic reports to the Mission, the Bureau in Washington, and other organizations, as appropriate; ensures that USAID programs and activities are monitored and evaluated, and that lessons learned are applied to ongoing or future activities; and, provides analysis and reporting on current political developments and security concerns required to achieve USAID and USG program objectives. The Specialist will not perform any function otherwise delegated by the Agency to professional USDH positions, including Contracting Officer, Controller, Executive Officer, or Resident Legal Officer.

The Specialist will play a pivotal and integral role in enhancing staff morale and fostering comprehensive professional development for both locally hired and American personnel within the USAID/Liberia Mission. This individual will take charge of developing and implementing multifaceted strategies aimed at cultivating a positive work environment and facilitating the career growth of all mission staff. Working to support efforts led by supervisors and the Human Resources team, the Specialist will provide targeted mentoring, advice on training plans, and constructive feedback, as well as other actions to improve individual employees' performance and enable an environment of continuous learning and professional development. In addition to these responsibilities, the advisor will play a vital role in supporting communication initiatives, ensuring not only effective internal information dissemination within the mission but also transparent communication with external stakeholders. An essential facet of the role includes ensuring that Mission programs seamlessly align with and authentically reflect local leadership, fostering a spirit of collaboration and mutual understanding between international and local perspectives. To ensure smooth Mission operations, the Specialist will actively collaborate with the Contracting Office, Financial Management Office, and Executive Office, contributing to the overall efficiency and effectiveness of

USAID/Liberia's mission. Leveraging a nuanced understanding of the local context, the Specialist is poised to make substantial contributions to the overall success of the mission.

- **Supervision controls**

The USAID Development Assistance Specialist works under the general supervision of the USAID Mission Director or designee. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the Director and/or others. The Mission Director provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved. The Deputy Mission Director or designee, as assigned, will maintain administrative authority over the Specialist, as well as exercise alter-ego and acting Mission Director authority over the Specialist as provided for under ADS 103.3.1c.

- **Supervisory Relationship**

Full supervision of USAID Mission staff is not contemplated, but the Specialist may be assigned to lead teams and/or study groups on an ad hoc basis. In addition, the Specialist is expected to provide technical guidance to staff throughout the Mission, as it relates to the Mission portfolio.

1. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** Master's Degree, in Agriculture, Business Administration, Business Management, Economics, International Development, International Finance, International Marketing, Public Policy, Law, Health or other USAID specialty.
2. **Prior Work Experience:** A minimum of seven years of progressively responsible, professional-level job-related experience in development assistance.
3. **Work/Residency Permits:** Valid work and/or residency permits allowing work in Liberia, (if applicable).
4. **Language Proficiency:** Level IV (Fluent) English, both oral and written.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The Contracting Officer (CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to FAR 15.306(c). In accordance with FAR 52.215-1, if the CO determines that the

number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

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.

Applicants will be evaluated according to the following criteria:

1. **Education:** (10 points) Points will be given to candidates with advanced formal education in the required areas, for specialized education in the target areas, and/or for specialized training pertinent to position requirement.
2. **Prior Work Experience:** (20 points) Points will be assigned for prior experience greater than seven years, and/or for experience development assistance work, program/project/activity design, planning, and/or project implementation work.
3. **Language Proficiency:** Fluent English ability (Level IV Reading, writing, speaking) **will be evaluated through a written test in addition to the in-person or virtual interview.**
3. **Job Knowledge:** (35 points) Demonstrated knowledge, or the ability to quickly gain such knowledge of development principles, concepts, and practices, especially as they relate to the political, economic, and development realities of the host country. Demonstrated knowledge of host-country and international law, protocols; agreements pertaining to international cooperation; and understanding of the social and cultural characteristics of the host country and/or the region. At least five years of experience must have been development-related work, involving other donor agencies, host-government organizations, or private-sector institutions which included program/project/activity design, performance monitoring, and/or the analysis and interpretation of large amounts of data.
4. **Skills and Abilities:** (35 Points) Demonstrated analytical reasoning and strategic thinking skills. Demonstrated ability to interpret public policies and develop revised policies. Demonstrated skills or the ability to quickly gain skills in program/project/activity programming, policies, and plans, and in developing strategies for their implementation. Demonstrated ability to communicate in concise written and oral form, ability to work effectively with governmental and nongovernmental institutions. Demonstrated proficiency in working with Microsoft suite and other computer applications.
5. **Supplemental Documents:** Please provide a supplement to the application addressing the following areas:

- Prepare a two-page memorandum to the USAID Mission Director recommending how to best support the Liberian Government's efforts to write a new national development strategy. (No more than 500 words)

5. **Reference check** - pass/fail

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit the offer form [AID 309-2](#), detailed current resume or curriculum vitae not to exceed 3 pages providing email address and a daytime telephone number;
2. Offerors must submit a supplemental document/s.
3. Offerors must submit three references who are not friends or family members, along with their contract information.
4. 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.
5. Offeror submissions must clearly reference the Solicitation number on all submitted documents.
6. Incomplete applications will not be considered.

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:
 - Background investigation forms
 - Medical clearance forms
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) Foreign Service National Defined Contributions Plan (FSN DCP) – Eligible for the FSN DCP.
 - b) Annual Leave – PSC is entitled to 15 workdays (120 hours) for the first three years of employment
 - c) Sick Leave – Sick Leave is granted as needed.

d) Health Insurance.

2. ALLOWANCES (as applicable):

- a) Transportation Allowance
- b) Miscellaneous Allowance

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/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 Item

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe, Benefits and Other Direct Costs (ODSc) - Award Type: Cost - Product Service Code: R497 - Accounting Info. TBD	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/OGE%20Regulations>.
- 5. **PSC Ombudsman**
The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the Agency. Please visit our

page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>.

The PSC Ombudsman may be contacted via: PSCOmbudsman@usaid.gov

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission 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.