



USAID | LIBERIA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: VA-669-24-00004

ISSUANCE DATE: July 17, 2024

CLOSING DATE/TIME: August 2, 2024

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCNPSC) Development Assistance Specialist **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-669-24-00004**
- 2. ISSUANCE DATE: July 17, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: August 2, 2024 at 11:59 pm local time**
- 4. POINT OF CONTACT: Executive Officer, email at LiberiaHR@usaid.gov**
- 5. POSITION TITLE: Development Assistance Specialist**
- 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-Year Period of Performance with the possibility to renew in accordance with ADS 309. Personal services contracts are subject to the five-year limitation in accordance with FAR Part 17. In accordance with AIDAR Appendix J, Cooperation Country Personal Services Contracts (CCNPSCs) are of a continuing nature and expected to be part of a series of sequential contracts, each not to exceed the five year limitation in the FAR. Start date is pending 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

Basic Function of Position

This position is within the Program and Project Development Office.

This position is the Mission's main point of coordination and negotiation of Strategy and Assistance Agreements for all USAID/Liberia's programs that are signed with the Minister of

Finance and Development Planning (MFDP) on behalf of the Government of Liberia (GoL). S/he ensures ongoing close alignment with the GoL's strategic development priorities. S/he has a Mission-wide responsibility for leadership guidance and direction to the various technical offices on GoL development strategy and implementation. The incumbent serves as the principal advisor to Mission management on policy, strategic planning, and donor coordination of the USAID portfolio in Liberia. S/he also leads the dialogue with the Government on policy formulation and implementation, including resolving programmatic and budgetary issues pertaining to Country Development Cooperation Strategy (CDCS) implementation. In this capacity, the incumbent counsels Mission management on the formulation of Mission negotiating positions with the GoL and other donors present in Liberia. S/he interprets the actions of the GoL, helping sensitize Mission and Embassy leadership to local political and social realities. Specifically, during the design of USAID's five-year strategy and negotiation of five-year development objective agreements (DOAGs), s/he serves as the principal negotiator for USAID/Liberia with relevant GoL ministries. S/he also collaborates closely with the GoL on monitoring progress towards achieving development goals. The incumbent also serves as the main donor coordination focal point. S/he serves as supervisor for member(s) of the Program Office. S/he performs a full range of analysis and advisory duties and responsibilities by utilizing a variety of coordinating, coaching, facilitating, and mentoring techniques.

Major Duties and Responsibilities

A. Public administration and monitoring (30%)

The incumbent prepares and negotiates the signing of DOAGs and DOAG amendments with the GoL, in partnership with USAID management; s/he ensures that pre-obligation requirements are met for bilateral agreements. The incumbent monitors implementation of DOAGs. S/he plans and organizes joint portfolio reviews of USAID programs with the GoL and, likewise, organizes USAID input into donor reviews of GoL development programming. S/he advises the Mission on the use of government to government mechanisms, including dealings with Liberian public administration. This includes assistance and facilitation of dialogue between USAID and the GoL to resolve strategic, administrative, policy and budgetary issues arising during implementation.

The incumbent ensures quality control, including in the drafting, review and clearance of memos, talking points, diverse correspondence and technical documents for the Front Office and technical teams. S/he organizes high-level meetings with GoL Ministers, particularly with the Minister of Finance & Development Planning.

S/he serves as the principal USAID focal point for other donors, including serving as the Mission point of contact to track high level and general coordination efforts and sectoral-specific donor working groups, ensuring consistent strategic messaging across donor coordination efforts, drafting messages to advance USAID policies, and attending and reporting on donor coordination meetings.

B. Project and Activity Design Development, Monitoring, Reporting and Management (25%)

The incumbent advises Program Office management on strategy formulation, planning, and review, in the context of Liberia, including developing scopes of work to conduct analyses. S/he also coordinates Mission strategy working groups; leads consultations with the GoL, donors and other partners on the strategy and ensures USAID strategy reflects country context challenges and is aligned with the GoL' priorities. S/he serves as a Program Office advisor on project and activity design teams. The incumbent presents new USAID development initiatives to the GoL and discusses resources/ budget plans with the Ministry of Finance & Development Planning; obtains their inputs and negotiates final USAID investments in line with USAID and GoL priorities.

C. Policy dialogue and technical advice (25%)

The incumbent uses in-depth knowledge of Liberia's context and substantive issues, including the full interplay of technical, cultural, historical, and political forces to make informed policy/program recommendations to USAID leadership and implementing partners. The incumbent also advises the Mission on policy formulation and implementation, including advocacy for key reforms that advance USAID development objectives. The incumbent counsels and advises the Program Office Director and technical offices on topics related to policy and administering assistance programs in Liberia. S/he supports USAID technical teams in designing their respective policy agenda and monitors the implementation of those agenda; and s/he leads the policy dialogue with the GoL and other donors on program, project and activity design and implementation. S/he promotes USAID alignment with GoL programs and policies, and vice versa. S/he organizes joint portfolio reviews and participates in Minister-level meetings with the Program Office Director, advises on how to broach sensitive subjects, overcome impasses and formulate counter proposals.

D. Office management and supervision (20%)

The incumbent assists the Supervisory Program Officer (Program Office Director) in performing a range of coaching and supervisory functions to help Program Office team members, particularly junior Foreign Service Officers (FSO) and Cooperative Country Nationals (CCN), achieve their objectives. S/he carries out the Supervisory Program Officer's responsibilities for review, programmatic oversight, guidance and action on operational programs. S/he utilizes a variety of coordinating, coaching, facilitating, consensus-building and planning techniques. The position is also responsible for reviewing and responding to in-coming requests for proposals from local organizations and actors and advice on the course of action to undertake.

- **Supervision controls:** The incumbent will supervise two or more grade 11 Cooperative Country Nationals (CCN) in the Program Office, including the Development Assistance Specialist (MEO/CIL) and Development Program Specialist, Monitoring, Evaluation and Learning (MEL).
- **Supervision relationship:** The incumbent reports to the Office Director and functions with substantial independence. The incumbent works at the highest level of the Mission. As a highly qualified professional, substantial reliance is placed on the incumbent to independently plan and carry out the specific activities entailed in fulfilling major duties and responsibilities.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

1. **Education:** A minimum of a master's degree in international development, public or business administration, international relations, political science or other related field.
2. **Prior Work Experience:** Minimum of seven (7) years of progressively responsible prior senior level experience in program planning, budgeting, management, and analysis (with a strong preference, for experience in international development) and interpretation of data and presentation of findings in written and oral forms, of which, three (3) years must be with a large International Organization.
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 seven years experience in program planning, budgeting, management, and analysis with a strong preference in international development; with three years of those experience within a large international organization.
3. **Language Proficiency** (pass/fail): Fluent English ability (Level IV Reading, writing, speaking) **will be evaluated through a written test in addition to the in-person or virtual interview.**
4. **Job Knowledge:** (35 Points) Demonstrated knowledge, or the ability to quickly gain such knowledge and understanding of the socio-economic environment of the Government of Liberia (GoL), Liberian and American social and cultural values, and the attitudes of key Liberian leaders. Demonstrated knowledge, or the ability to quickly gain knowledge of the U.S. and foreign policy environments to spot and exploit opportunities to advance Mission goals. Demonstrated knowledge of the operations within a large international developmental organization's regulations, policies, goals and procedures, particularly with regard to the programming, budgeting and performance measurement systems. Demonstrated knowledge, or the ability to quickly gain such knowledge of political and economic development issues.
5. **Skills and Abilities:** (35 Points) Demonstrated strong analytical skills and the ability to conduct negotiations on major operational and policy matters with senior officials of GoL, the private sector, and the donor/client communities; and have the ability to develop and maintain an extensive network of high-level contacts with the GoL and international organization. Demonstrated the ability to plan, direct, and organize activities; and to work under pressure to meet tight deadlines. Demonstrated the ability to multitask and displayed excellent skills in team leadership and team coaching. Demonstrated proficiency in working with Microsoft applications, and all Google suite applications.
6. **Supplemental Documents:** Please provide a supplement to the application addressing the following areas:
 - Factor 1: The Mission Director will brief the Minister of Finance on how the USAID Country Development Cooperation Strategy aligns with the new Government of Liberia's strategic priorities. Prepare a two page memorandum to the Mission Director that highlights joint areas of strategic cooperation.
7. **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 supplemental documents.
3. Offerors must submit three references who are not friends or family members, along with their contact 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 or late 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 CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- a) Foreign Service National Defined Contributions Plan (FSN DCP) – Eligible for this Department of State pension program.
- b) Annual Leave – a total of 15 work days (120 hours) for the first three years of employment
- c) Sick Leave – Sick Leave is granted as needed.
- d) Health Insurance. is provided under a U.S. Embassy-managed health plan.

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 contract or

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](https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman) 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.