



USAID | GHANA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 7206412R00003

ISSUANCE DATE: July 17, 2024

CLOSING DATE/TIME: August 16, 2024/23:00 GMT

SUBJECT: Solicitation for U.S. Personal Services Contractor (USPSC) as Senior Democracy, Rights and Governance (DRG) Advisor, USAID/Ghana

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 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

Only shortlisted offerors will be contacted.

Any questions must be directed in writing to accrapsc@usaid.gov

Sincerely,

Yves Kore
Regional Contracting Officer
USAID/West Africa

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72064124R00003**
2. ISSUANCE DATE: **July 17, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **August 16, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/Ghana, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Senior Democracy, Rights and Governance (DRG) Advisor, USAID/Ghana.**
6. MARKET VALUE: **\$123,041- \$159,950** equivalent to **GS-15**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 09/2024 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:

Base Period:	o/a 09/2024 to 09/2026
Option Period 1:	o/a 09/2026 to 09/2027
Option Period 2:	o/a 09/2027 to 09/2028
Option Period 3:	o/a 09/2028 to 09/2029

8. PLACE OF PERFORMANCE: **USAID/Ghana, Accra**
9. ELIGIBLE OFFERORS: U.S. Citizens. Citizenship if dual, must be clearly stated.
10. SECURITY LEVEL REQUIRED: Secret

11. STATEMENT OF DUTIES

I. BACKGROUND

The responsibilities of the Democracy Rights and Governance (DRG) Office will continue to evolve and expand over the coming months and years, as it shifts towards new program design in conflict, stabilization, and rights programming, while managing accountability programming to support the objectives outlined in the 2020-2025 Country Development Cooperation Strategy. Starting in 2023, the DRG office has expanded its budget threefold, and currently oversees six mechanisms valued at \$51 million. The Office is also coordinating and leading USAID/Ghana's contributions to the conflict prevention and stabilization objectives of the Global Fragility Act and the SPCPS-CWA, with new targeted social cohesion and conflict prevention programming. In order to effectively manage DRG's complex and expanding programming, design and award further new programming in support of the SPCPS-CWA and respond to the potential gap upon OTI's eventual departure, the Senior DRG Advisor is critically needed. The Senior DRG Advisor will provide much needed support to the DRG Office to support the development and launch of priority DRG programming to prevent conflict and bolster social cohesion, strengthen public financial management and accountability for local government services, support peaceful and credible elections, and support the expansion into new programmatic areas such as promoting respect for human rights.

II. BASIC FUNCTION OF THE POSITION:

The Senior Democracy, Rights, and Governance (DRG) Advisor supports the DRG Office Director and staff in designing and managing a wide range of DRG programming focused on Accountability, Conflict Prevention, and Human Rights programming. The DRG Senior Advisor serves as a principal advisor and as needed, the alter ego of the DRG Office Director in all aspects of program design, management, and evaluation of the DRG portfolio and administrative oversight to the DRG Office. The DRG Senior Advisor supports the programmatic, administrative, and financial aspects of the DRG portfolio to ensure that Mission and project objectives are being effectively met within USAID guidelines and regulations. The DRG Senior Advisor may also provide advice on DRG development issues to the Embassy's Political Section and other members of the USG country team in consultation with the DRG Office Director. Particularly in light of the sensitive nature of work in democracy promotion, the DRG Senior Advisor is required to exercise excellent judgment in providing expert advice and in planning and carrying out tasks, including the specific approaches to be taken, the resolution of problems and conflicts, and the meeting of deadlines. The DRG Senior Advisor may be required to work with minimal supervision and in collaboration with other professional staff inside and outside of the Embassy.

III. MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the DRG Office Director or his designate, the major duties and responsibilities for this position will include but not be limited to:

1. Democracy, Rights, Governance and Stabilization Technical Assistance (50% of time)

- Serves as a technical resource to foreign assistance activities in the areas of conflict and violence prevention, stabilization, democracy, human rights, and governance, as well as the integration of these technical areas in activities in other technical sectors.
- Supports activities and learning within the sector by building relationships with key local stakeholders across government, civil society, the private sector, and beneficiaries, as well as other donors and assistance providers; researching, reviewing, and analyzing data and research; and providing assistance and technical advice on issues covered in this broad area.

- Assists in coordinating and managing strategies, policies, concepts, procedures, and guidelines for establishing programs in the conflict and violence prevention, stabilization, democracy, human rights, and governance sectors.
- Analyzes constraints to conflict and violence prevention and peacebuilding, stabilization and democratic development, both sector-wide and country-specific, and recommends courses of action.
- Participates and assists in development plans and programs for technical assistance, strategic planning, and other activities within the sector.
- Analyzes constraints to, and opportunities for, stability, security and democracy, rights and governance programming, and designs, manages, evaluates and reports on program and non-program assistance activities to address those constraints and leverage opportunities.

2. Management, Administration and Relationship Management (50% of time)

- Designs and supports procurement and management of contracts and grants within this sector, requiring strong activity design, program management and acquisition and assistance skills.
- Leads teams and supervises staff, as assigned, requiring strong leadership and supervision skills.
- Fosters a climate of teamwork and respect in interactions with others, valuing differing perspectives, treating others in a fair, equitable, and culturally sensitive manner. Adheres to EEO policies and values diversity and inclusion in performing everyday duties and responsibilities.
- Coordinates assigned activities with other USAID Bureaus and Independent Offices, the Department of State, other USG agencies, United Nations agencies and other international organizations, NGOs – both international and host country, other donors, host country officials and stakeholders, as appropriate, and the private sector.

POSITION ELEMENTS:

- Available Guidelines:** Guidelines in addition to the ADS, Agency policy, and Mission Orders largely consist of broadly stated and non-specific policy statements, Agency initiatives, statutes, court decisions, etc., that require extensive interpretation. The Senior DRG Advisor uses judgment and ingenuity in determining the intent of, and in interpreting and revising, existing policy and regulatory guidance for use by others within or outside USAID (e.g., technical experts, Mission staff, US Embassy/State Department officials, Host-Country officials, Implementing Partners [IPs], etc.). At this level, the employee is recognized as a technical authority in a sector, with responsibility for the development of policies and guidance for use by subordinates, technical Specialists, other development Specialists, and others.
- Supervision Received:** The Senior DRG Advisor reports to the DRG Office Director, but is expected to work with a high degree of independence. The employee is subject only to administrative and policy direction concerning overall project priorities and objectives. The employee is typically delegated responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations, and recommendations developed by the employee are normally reviewed by management officials only for potential influence on broad agency policy objectives and program goals. Findings and recommendations are normally accepted without significant change.

- c) **Administrative and Supervisory Controls:** Supervisory and managerial duties at this level may be extensive, involving hiring/selection/training/managing/mentoring/coaching and recognizing or disciplining significant numbers of staff under diverse hiring mechanisms (US and Third Country National [TCN] Personal Services Contractors [PSC], Institutional Support Contractors (ISC), and Foreign Service National/Cooperating Country National [FSN/CCN] employees), and therefore in-depth understanding of USAID regulations related to staff hiring, supervision, and performance management, budgeting, procurement and grant management, auditing and assessment, and performance reporting to meet Congressional and other USG directives is required.

- d) **Authority to Make Commitments:** When fully designated as COR/AOR, the incumbent will have full authority and responsibility as delegated by the ADS, as well as other Mission and USAID guidelines. However, because of the incumbent's expertise and professional standing in his/her field, substantial weight will be given to his/her recommendations while commitments are made by those with the authority to do so.

- e) **Exercise of Judgment:** The Senior DRG Advisor should have advanced expertise and is expected to exercise considerable independent judgment and initiative. Such initiative is critical to the success of the assignment, and the employee is expected to know which actions and decisions require prior approval of the Office Director and/or Mission Director. Completed work is considered technically authoritative and is normally accepted without significant change. Review is normally limited to fulfillment of program objectives, and the effect of work on the overall program. The employee requires exceptional judgment as s/he works on democracy, rights, governance, and stabilization issues, which tend to be high profile and politically sensitive. S/he uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside USAID/Ghana. Decisions concerning planning, organizing, and conducting studies are complicated by conditions, such as conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts.

- f) **Nature, Level and Purpose of Contacts:** Personal contacts at this level include high-ranking officials from outside USAID, including other USG agencies, Host Government officials of Ministerial rank, and/or high-level politicians in highly unstructured settings, and often high-ranking officials of other donor countries and multilateral organizations. They also include senior representatives of Implementing Partners and host-country private and non-governmental organizations, as well as academics, religious, and other civil society leaders in the U.S. and abroad. The purpose of contacts at this level is to justify, defend, negotiate, or settle matters involving significant or controversial issues involving far-reaching development assistance matters, often in situations where the people contacted have diverse viewpoints, goals, or objectives – requiring the Officer to achieve a common understanding of the problem, and reach a satisfactory solution, by convincing them, arriving at a compromise, or developing suitable alternatives.

- g) **Time Expected to Reach Full Performance Level:** One year.

12. Physical Demands: The work requested does not involve undue physical demands.

I. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

This position requires a highly qualified and experienced individual with exceptional interpersonal and communication skills, the ability to foster inter-agency collaboration and strategic cooperation, the ability to foster inter-agency technical teamwork, the capacity for strategic thinking, and an understanding of the technical and policy requirements to achieve Democracy, Rights, and Governance goals in Ghana. The incumbent must be familiar with and be able to work well in an overseas environment and with a wide range of governmental and non-governmental counterparts. The Senior DRG Advisor must have the following qualifications:

Education: An advanced degree (Master's degree or higher) in a relevant professional discipline such as Conflict Resolution, Political Science, International Relations, Public Financial Management, Development, Law, Public Affairs, or other relevant degree., is required.

Work Experience: At least seven (7) years of progressively senior level experience in a related role is required: government policy reform or advocacy, stabilization, conflict prevention, civil society capacity building, anti-corruption, organizational development, and other technical DRG areas. At least five years of this experience should have been working for an international development agency, a development-oriented private sector company, or a national or international non-government organization (NGO).

Skills, Technical Knowledge, and Abilities: The Senior DRG Advisor must have excellent analytical ability to analyze large amounts of data, in order to assess its reliability and value, detect the strengths and weaknesses of programs/projects/ activities, and to make independent judgments regarding the capacity to effectively implement democracy, rights, governance, and stabilization activities. The Senior DRG Advisor must be able to compile and present information in a concise and professional manner and be skilled in the use of data management systems. The Senior DRG Advisor must demonstrate the ability to maintain effective working relationships with all levels of USAID and USG staff, and with high-level GoG officials, Implementing Partners, and support organizations. The work requires strong oral and writing skills to present facts and recommendations in a clear and concise manner, and to work successfully with counterparts in the GoG, NGOs, other donors, and the private sector. A good familiarity with commonly used ICT business applications (Google applications, etc) is necessary for success in the position.

Language: Level IV (fluent) English proficiency is required.

II. EVALUATION FACTORS/SELECTION CRITERIA

The Government may award a contract without discussions with offerors in accordance with FAR 52.215-1. The 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 following factors will be the basis for the evaluation of applications meeting the required minimum qualifications. All applications will be evaluated based on the documentation submitted with the application. USAID reserves the right to contact your previous employers for relevant information concerning your performance and may consider such information in its evaluation. The highest-ranking applicants may be selected for an interview, but an interview is not always necessary.

Education: (0 Points)

- An advanced degree (Master's degree or higher) in a relevant professional discipline such as Conflict Resolution, Political Science, International Relations, Public Financial Management, Development, Law, Public Affairs, or other relevant degree, is required.

Work Experience: (50 Points)

- At least seven (7) years of progressively senior level experience in a related role is required: government policy reform or advocacy, stabilization, conflict prevention, civil society capacity building, anti-corruption, organizational development, and other technical DRG areas. At least five years of this experience should have been working for an international development agency, a development-oriented private sector company, or a national or international non-government organization (NGO).

Skills, Technical Knowledge, and Abilities: (50 Points)

- The Senior DRG Advisor must have excellent analytical ability to analyze large amounts of data, in order to assess its reliability and value, detect the strengths and weaknesses of programs/projects/ activities, and to make independent judgments regarding the capacity to effectively implement democracy, rights, governance, and stabilization activities. The Senior DRG Advisor must be able to compile and present information in a concise and professional manner and be skilled in the use of data management systems. The Senior DRG Advisor must demonstrate the ability to maintain effective working relationships with all levels of USAID and USG staff, and with high-level GoG officials, Implementing Partners, and support organizations. The work requires strong oral and writing skills to present facts and recommendations in a clear and concise manner, and to work successfully with counterparts in the GoG, NGOs, other donors, and the private sector. A good familiarity with commonly used ICT business applications (Google applications, etc) is necessary for success in the position.

Maximum Evaluation Score: 100 Points

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

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
- (g) Holidays

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

2. ALLOWANCES:

Section numbers refer to rules from the Department of State Standardized Regulations (Government Civilians Foreign Areas), available at

http://aoprals.state.gov/content.asp?content_id=231&menu_id=92

- (a) Temporary Quarter Subsistence Allowance (Section 120)
- (b) Cost-of-Living Allowance (Chapter 210)
- (c) Post Differential (Chapter 500)

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