



# USAID | GHANA

FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 72064124R10007

**ISSUANCE DATE:** Wednesday August 14, 2024

**CLOSING DATE/TIME:** Friday September 6, 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,

Tonya Jordan  
**Contracting Officer**

**I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72064124R10007**
- 2. ISSUANCE DATE: Wednesday August 14, 2024**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: Friday September 6, 2024**
- 4. POINT OF CONTACT: GhanaApplications@usaid.gov.**
- 5. POSITION TITLE: Project Management Specialist (Education Management and Monitoring, Evaluation, and Learning [MEL])**
- 6. MARKET VALUE:** This position has been classified at **FSN-10** on the U.S. Embassy salary scale. The annual salary range is between **USD \$26,000.00 - USD \$40,304.00**. 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 November, 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 (Education Management and Monitoring, Evaluation, and Learning [MEL]) is a key member of the USAID/Ghana Education Office team. The Specialist will provide design, technical, implementation, and management expertise for programs and activities that aim to strengthen and support the human and institutional capacities of Ghana's education sector for improved learning outcomes.

The Specialist will serve as a subject matter expert in strategic information, MEL, and knowledge management for the Education Office. In addition, the job holder will be responsible for ensuring the effective development and use of strategic information and the performance of MEL functions across the Education portfolio. His/her duties will include providing MEL technical guidance and support and, under the leadership of the Education Office Director or his/her designee, managing portfolio research, evaluation, and capacity development, data coordination analysis and management, and project and activity performance monitoring and reporting.

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

#### 1. **Management of Education Activities**

**(60%)**

- Design and support implementation of education and youth activities.
- Provide expert advice to USAID, relevant USG agencies, Government of Ghana and local official entities on best practices in education, and relevant international agreements or conventions. Document best practices in USAID activities.
- Maintain close contact with Government of Ghana officials and others active in education, closely following and analyzing current political, socio-cultural and economic trends in Ghana. Provide analysis on how these trends affect the development and implementation of the Mission's Education programs.
- Provide oversight and management support to multiple portfolio activities, including direct agreements between USAID and the Government of Ghana or USAID contractors. Serve as a Contracting Officer's Representative and/or Agreement Officer's Representative (COR/AOR) for USAID Education activities.
- Review program budgets, expenditure projections, and accruals.
- Participate in key reviews and maintain proper documentation, including semi-annual portfolio reviews, quarterly financial reviews, and annual report narratives. Prepare and disseminate periodic updates/status reports
- Supervise USAID education programs for efficient and timely achievement of planned results. Duties will include preparing Statements of Work and providing input to relevant documents drafted by the Education Office team
- Proactively monitor the challenges affecting progress and make recommendations to the Education Office on necessary actions.

**2. Monitoring, Evaluation, and Learning (40%)**

- Serve as team resource person for technical and MEL inputs at all stages of project and activity design and development.
- Oversee baseline, mid-term, and final performance evaluations as well as activity assessments, impact evaluations, and studies. Work in close contact and collaboration with USAID staff and contractor organizations and Government of Ghana officials
- Liaise with the USAID Ghana Program Office and USAID/Washington on developments in Monitoring and Evaluation and reporting requirements.
- Provide technical guidance on the effective Monitoring and Evaluation of USAID Ghana programs. Conduct performance monitoring evaluations and liaise with relevant USAID and USAID contractor staff.
- Ensure Education Office and USAID contractor compliance with MEL policies including data quality assessments and gender equity requirements
- Conduct periodic site visits to assess USAID contractor performance and Government of Ghana data collection methods. Participate in or lead training events or workshops related to Monitoring and Evaluation.
- Develop reports (e.g., graphics, data visualization) to comply with reporting requirements and effectively communicate information to a variety of audiences. Prepare and disseminate materials for the public on USAID education activities.

*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 Job Holder will work under the supervision of the Office Director or his/her designee.

**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:** The job holder should hold at least a Bachelor's degree in one of the following fields: Education, Statistics, Monitoring and Evaluation, Public Administration, International Development or Project Management.

**b. Prior Work Experience:** Minimum five (5) years' experience: this should encompass a combination of Education programming, Monitoring, Evaluation, and Learning (MEL), as well as implementation experience.

- At least three (3) years in Specific Contexts: at least three of those five years should involve working within the field of international development, such as for an international development agency, a development-oriented private sector company, or a national or international NGO, or the Government of Ghana.
- Experience in a Multicultural Environment: demonstrated ability to work in a fast-paced, multicultural setting is essential. This requires strong interpersonal and organizational skills.
- Experience in strategic planning, designing and applying methods for data collection and analysis, and effectively communicating information to various stakeholders.
- Project/Activity Management in Education: The job holder must have experience in managing projects related to education. This could involve various aspects of education development, such as curriculum design, teacher training, infrastructure improvement, or policy implementation.

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

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

A supplemental document is required with written responses to the five Evaluation Factors listed below. Responses to each evaluation factor should not exceed 250 words. There is no need to address every element listed in an Evaluation Factor. Describe experience that is most relevant for one or more elements. Describe your experience performing the duties described in these factors and include relevant examples including when and where you gained the experience.

#### **Monitoring and Evaluation (M&E)**

Experience in designing and implementing monitoring and evaluation systems that track progress, outcomes, and impact of education or similar programs. Experience with collecting, managing, and analyzing qualitative and quantitative data. Experience developing indicators to measure program effectiveness and impact. Experience with providing reports and feedback to ensure continuous improvement of programs.

#### **Project Management**

Experience planning, coordinating, and managing education projects or projects in a similar sector. Experience in managing budgets, including preparing financial reports and ensuring proper allocation of resources. Experience with identifying potential risks and developing mitigation strategies. Experience overseeing the work of others such as contractor organizations or individuals or teams within an organization. Experience building the capacity of contractor organizations to deliver high-quality education programs. Experience monitoring the performance of contractors to ensure they meet agreed-upon deliverables and standards.

**Education Sector Experience**

Experience in the education sector and particularly with programs that improve educational systems in developing countries. Experience working with education policies and advocating for changes or support. Experience in implementing innovative approaches to education delivery and improvement.

**Communication and Reporting**

Experience in writing clear and comprehensive reports on project progress, outcomes, and financial status. Experience interacting with others including donors, government officials, and community members to share information and build consensus for project planning and implementation. Experience in presenting progress reports and recommendations to audiences in a clear and compelling manner.

**Teamwork**

Experience working as part of a team in a fast-paced, multicultural setting and fostering a collaborative work environment to deliver results. Experience with solving problems as they arise and adapting to changing circumstances. Experience with training or mentoring others within an organization to develop their skills and knowledge.

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**

**Eligible Offerors are required to submit the following:**

1. USAID form 309-2 available at the following link: <https://www.usaid.gov/forms/aid-309-2>
2. A current 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. **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<br>(A) | SUPPLIES/SERVICES (DESCRIPTION)<br>(B)   | QUANTITY<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F)   |
|----------------|--|-----------------|-------------|-------------------|---|
| 0001           | <b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b><br>- Award Type: Cost<br>- Product Service Code: [e.g., R497]<br>- Accounting Info:<br><i>BFY: 2021/2022</i><br><i>Fund: DV</i><br><i>Distribution: 641-M</i> | 1               | LOT         | \$ _TBD_          | \$ _TBD_ at Award after negotiations with Contractor<br>— |

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**

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