



USAID | WEST AFRICA

FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72062424R00010

ISSUANCE DATE: September 3, 2024

CLOSING DATE/TIME: October 2, 2024/23:00 GMT

SUBJECT: Solicitation for U.S./Third Country National Personal Services Contractor (US/TCN PSC) as Senior Climate Change and Biodiversity Technical Advisor, USAID/West Africa.

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, Sections I through V** of 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,

Michael Fritz
Contracting Officer
Regional Executive Office
USAID/West Africa

ATTACHMENT 1
SOL #72062424R00010

I. GENERAL INFORMATION

1. SOLICITATION NO.: **72062424R00010**
2. ISSUANCE DATE: **September 3, 2024**
3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: **October 2, 2024, 23:00 GMT**
4. POINT OF CONTACT: **USAID/West Africa, Accra**; e-mail at accrapsc@usaid.gov
5. POSITION TITLE: **Senior Climate Change and Biodiversity Technical Advisor, USAID/West Africa.**
6. MARKET VALUE: **\$104,604 - \$135,987** equivalent to **GS-14**
Final compensation will be negotiated within the listed market value.
7. PERIOD OF PERFORMANCE: **Two (2) years**, estimated to start o/a 10/2024 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:	<i>o/a 10/2024 to 10/2026</i>
Option Period 1:	<i>o/a 10/2026 to 10/2027</i>
Option Period 2:	<i>o/a 10/2027 to 10/2028</i>
Option Period 3:	<i>o/a 10/2028 to 10/2029</i>

8. PLACE OF PERFORMANCE: **USAID West Africa, Accra**
9. ELIGIBLE OFFERORS: U.S. Citizens (including Lawful Permanent Residents) or Third Country Nationals.

Hiring Preference:

In order of preference, U.S. Citizen (including Lawful Permanent Residents) offers will be evaluated first and only when it is determined that there are no qualified U.S. Citizens (including Lawful Permanent Residents) that offers from Third Country

Nationals (TCN) will be considered. *References 309.3.1.10 and 309.3.1.4.*

10. SECURITY LEVEL REQUIRED: Facility Access

11. STATEMENT OF DUTIES

1. BACKGROUND

USAID/West Africa (USAID/WA) is a highly dynamic, regional mission that leverages strategically targeted programs across a region spanning 21 countries with a population of more than 400 million. Working through a distinct regional lens, the mission designs and implements programs that are African-led, maintain a regional perspective, support regional partners' efforts and priorities, and pursue a long-term vision balanced with short-term, achievable results.

USAID/WA has four Development Objectives (DOs) that cover the following sectors: peace and governance (including countering violent extremism and conflict management); economic growth (including trade and investment, energy, agriculture, and environment); health (including family planning, HIV/AIDS, maternal and child health, and water and sanitation); and vulnerable populations.

USAID/WA also has a Support Objective, which represents the service provision (financial, legal, procurement, administrative, and technical) and knowledge management functions of the mission. The DOs and Support Objective are:

- DO 1: Democracy, peace, and stability enhanced.
- DO 2: Inclusive broad-based economic growth advanced.
- DO 3: Governments, institutions, and partners catalyzed to strengthen health systems; and
- DO 4: Vulnerability of targeted populations reduced.

USAID/West Africa's Regional Economic Growth Office (REGOs) Environment Team falls under DO 2 and promotes U.S. foreign assistance goals of conserving important biodiversity, responding to adverse effects of global climate change focusing on adaptation and reduction of emissions from deforestation and forest degradation (REDD+), improving management of natural resources, diversifying and strengthening rural livelihoods, and supporting the expansion of clean water and sanitation services and behavior change in sanitation and hygiene (WASH). Moreover, the Environment Team has oversight in the West Africa region for the application of USAID's Environmental Compliance Requirements (22CFR216) to ensure all USAID-funded activities carried out in the seven bilateral USAID missions, five Limited Presence Countries and eight Non-Presence Countries are in compliance with USAID's environmental regulations to ensure environmentally sound design of programs and mitigation of negative environmental impacts.

2. BASIC FUNCTION OF THE POSITION

USAID/West Africa continues to build on its legacy of activities in climate change adaptation and mitigation along with biodiversity conservation. The **Senior Climate Change and Biodiversity Technical Advisor** (the Advisor) will provide expert technical input and policy advice on a broad range of issues related to the USG's global climate change (GCC) initiative^[1], USAID's new Climate Change Strategy, biodiversity conservation, and natural resources management (NRM). He/she will guide interagency programming on using geospatial technology to predict agricultural

and pastoral trends and track illegal mining and fishing. He/she will also play a design, management, and oversight role for regional WASH programming as needed, including in conflict areas. He/she will coordinate with the technical programs of USAID/West Africa, USAID Missions in 'presence' and 'non-presence' countries, USAID/Washington, U.S. Embassies, more broadly with U.S. Government (USG) agencies, Economic Community of West African States (ECOWAS) and its member institutions, as well as other African institutions and conventions such as the Mano River Union^[2] and the Abidjan Convention.

The overall aim will be to advance USAID's environment strategies and policies, including climate change, and to promote and integrate climate change into development planning. The incumbent will also provide technical leadership in the design and planning for environment funding that supports biodiversity conservation and to work with *all* technical teams to incorporate environmental compliance and climate change considerations into their portfolios of technical programs. He/she will assist with designing, procuring, and managing the implementation of contracts, grants, and/or inter-agency agreements. The Advisor will work with other team members concerned with NRM, biodiversity, climate change, WASH, and environmental compliance.

The position is based in Accra, Ghana with the USAID/West Africa Regional Economic Growth Office, and specifically in the Environment Team.

3. MAJOR DUTIES AND RESPONSIBILITIES

a.) Program Planning, Development, and Technical Support (40%)

1. Serve as a key regional technical and analytical "focal point" for USAID's Climate Change Initiative (CCI) programs. Be primarily responsible for integration of the new Climate Change Strategy Framework integration into Biodiversity programs, protected areas management, wildlife anti-trafficking, WASH programs in coastal and conflict-prone arid areas, geospatial climate and land use monitoring, and illegal fishing. Provide timely information and recommendations on emerging biodiversity and climate problems, actions, resources, and needs.

2. Maintain collaborative and team working relationships with USAID operating units/ field missions in 'presence, limited, and non-presence' countries across West Africa and USAID/Washington on strategic planning, design, development, implementation, and reporting of environment, biodiversity and climate change activities. These activities include mitigating wildlife trafficking, reducing deforestation and greenhouse gas emissions, promoting REDD+, combating illegal mining and illegal fishing, and geospatial monitoring of land use and climate effects in West Africa. Provide technical guidance to these teams on integrating adaptation to climate change across sectoral portfolios (e.g., Biodiversity, Integrated Water Resource Management/WASH, Trade/Investment, Health, Education and Peace/Governance).

3. Serve as a key regional technical and analytical "focal point" for climate change and biodiversity conservation, including:

- Provide timely information on emerging climate change and biodiversity challenges, actions, resources, and needs;

- Ensure collaboration between different environmental activities to enhance results across multiple portfolios;
- Understand and provide recommendations on incorporating conflict sensitivity into WASH programming in conflict zones;
- Manage geospatial monitoring activities on climate change and land use in West Africa and ensure data sharing between this and other activities;
- Provide expert technical assistance, training, and leadership at the highest levels to West Africa regional organizations and bilateral USAID missions within the West Africa region, and periodically other parts of Africa, regarding climate change and biodiversity conservation and related policies, program and activity planning, evaluation and dissemination of results; and
- Serve as a resource to USAID Bureaus, Missions, offices and staff in planning and finalizing procurements in the environment/natural resource sector and in sectors with programs that could have potential negative impacts on the environment or human health.

4. Serve as a resource to USAID Bureaus, Missions, offices and staff in planning and finalizing procurements with the aim of ensuring environmental awareness and considerations are taken into account and of responding or adapting to climate change and biodiversity threats as appropriate. The Advisor will bring expertise to bear in identifying new opportunities, in designing solicitations and will participate in the technical review of applications and proposals. The incumbent will provide climate change technical oversight in the design, procurement and implementation of activities designed to support the Global Fragility Act as it pertains to coastal West African countries.

5. Provide USAID liaison and leadership at the highest levels with governmental and non-governmental development partners, stakeholders, clients, and customers concerning environment issues and climate change response in policies and related issues within the West Africa region.

6. Work closely with Agency and any Regional Global Development Alliance advisors to create and expand public-private sector partnerships to achieve and sustain greater developmental impacts in environmental improvements, climate change mitigation and adaptation, and biodiversity conservation. In addition to environmental impact, opportunities in the realm of climate finance will be evaluated in light of equity and how they might provide incentives for securing access and rights to natural resources and public environmental benefits.

7. Provide briefings to visitors to USAID/WA and to the press on the status of USAID's climate adaptation and mitigation-related activities and on climate change issues in the region.

8. Represent USAID/WA at meetings, workshops and conferences organized by various organizations, including other donors and international organizations. If called for, the Advisor

will prepare and deliver presentations relating to climate change and biodiversity conservation at these venues.

9. Work collaboratively with technical teams in USAID Missions to prepare reports on the status of each Mission's activities regarding climate change and biodiversity and how programs advance USAID's overall environment strategies (i.e., USAID Climate Change Strategy).

10. Provide technical assistance in the identification, design, and development of regional and bilateral biodiversity and climate change policies and regulations. To this end, the Advisor will work to strengthen host country capacities in biodiversity and climate-sensitive program design/assessment, monitoring and evaluation where appropriate and as needed. As a secondary priority, the Advisor will promote the flow and use of information and analyses for biodiversity conservation and climate change policy formulation in West Africa.

b.) Program Management (40%)

1. The Advisor will be required to prepare activity approval and pre-obligation documentation as part of the activity development process. The Advisor will serve as a requestor in the USG's new 'Global Acquisition and Assistance System (GLAAS)'. He/she will serve as a Contracting/Agreement Officer's Representative (AOR/COR), provide administration and oversight for climate change adaptation and mitigation, biodiversity conservation and WASH activities as needed, including monitoring activities through site visits and the review of work plans and progress reports; ensuring compliance with USAID's 'Environmental Procedures' (22CFR216) and environmentally sound design (ESD); track expenditures and accruals against obligations.

2. The Advisor will make recommendations to implementing partners to increase project impact and enhance sustainability and will monitor project results. He/she will draft official USAID documents required for reporting the status of activities, such as the Annual Operational Plans, Performance Plan and Review, action memoranda, and procurement documents. He/she may be called on to lead the development of the performance monitoring plan for adaptation and mitigation-related activities including data quality assessments and ensure activities achieve planned results. The Advisor may document developmental impacts and resolve any implementation issues in an efficient and professional manner and in collaboration with the Regional Acquisition and Assistance Office.

3. As a member of the USAID/West Africa Environment Team, the Advisor will help prepare subject matter documentation for and participate in Environment strategic planning sessions and portfolio reviews, annual reports, environmental compliance reports, Congressional Budget Justifications and other reporting documentation.

c.) Mentoring and Training (10%)

1. Identify, develop, promote, and conduct training activities that address key technical, programmatic and policy issues and that increase the technical competence of personnel in climate change and biodiversity conservation as related to agriculture, health, infrastructure, and other USAID investment sectors (i.e., trade and peace and governance). The target audience for these training activities will be USAID Missions, NGOS, PVOs, and host-country government representatives in the West Africa region.
2. Prepare/deliver, if required, training manuals and related information on emerging issues in biodiversity conservation and climate change sectors on best practice in adaptation/mitigation; and conduct regular training courses on the same.
3. Provide technical backstopping and on-the-job training to professionals, scholars and scientists collaborating in regional research and policy networks on topics related to biodiversity conservation and climate change.
4. Mentor and train staff in USAID/WA and in bilateral missions on biodiversity conservation and climate change response and in programming USAID resources toward climate change adaptation and mitigation.

d.) Knowledge Management (10%)

1. Collect and serve as a source of information on biodiversity, forest conservation and climate information, climate resilience, and emerging policy issues in the West Africa region. Keep abreast of reports and data available from regional initiatives in the biodiversity and climate change sectors funded by USAID, the World Bank, the African Development Bank and other donors. Organize these findings into reports, computer files and memos appropriate for informing technical specialists and related policy decision-makers within and outside of USAID. As appropriate, disseminate these and other relevant findings within USAID, and with relevant State Department colleagues at post, West Africa governments, regional organizations, private sector organizations and other donors and also provide feedback on these efforts and make necessary changes as needed to better inform decision-makers.
2. Take responsibility for the preparation and dissemination of information on issues, accomplishments and worldwide best practices in biodiversity conservation and climate change adaptation and mitigation to Mission staff, USAID/Washington, and implementing partners. Prepare and disseminate reports as required on the impact and results of region-wide NRM activities as related to other sectors and initiatives (e.g., tropical forestry, biodiversity and climate change, agriculture).
3. Work closely with Development Outreach and Communication specialists to document success stories in improving biodiversity conservation and adaptation and mitigation responses.

4. POSITION ELEMENTS:

a) Available Guidelines

The incumbent must have the ability to understand and to operate within USAID's policies and regulations regarding procurement, management, budgeting, earmarks, reporting and other aspects of project oversight and management. The Advisor will be expected to quickly become familiar with USAID processes, procedures and rules as presented in the ADS -200 Series. The Advisor will be required to be proactive in keeping abreast of evolving guidelines and policies, including but not limited to the Automated Directives System (ADS), Mission Orders/Notices, USG Procurement regulations, and USAID Program Strategy and Policy Documents. In addition, technical and support staff and counterparts in USAID/Washington are available as resources to provide advice and guidance.

b) Supervision Received

Work will be performed in consultation with the Environment Team Leader who will provide guidance on policy and program implementation issues for technical soundness, appropriateness and conformity to policy and program requirements of USAID. The Advisor will receive minimal oversight in achieving his/her day-to-day tasks and longer-term work objectives.

c) Administrative and Supervisory Controls

Contribute to the oversight of the work of the Environmental Compliance Specialist as directed by the Environment Team Leader. The Advisor is expected to help mentor the Environmental Compliance Officer and other technical/managerial staff as necessary in biodiversity and climate change issues in general and specifically the implementation of the new USAID Climate Change Strategy in particular.

d) Authority to Make Commitments

The Advisor cannot make financial commitments on behalf of the USG. However, because of his/her expertise and standing as a highly qualified professional in his/her field, weight will be given to his/her conclusions and recommendations when commitments are made by those with the authority to do so. The Advisor must take action and establish priorities based on the available guidelines and professional judgment.

e) Exercise of Judgment:

The incumbent will exercise a high degree of independent judgment in providing guidance and assistance to a wide variety of high-level professionals in the West Africa Mission, to other Missions as well as to Government officials, other donor counterparts and implementing partners. As a recognized expert and highly qualified professional, substantial reliance will be placed on the

Advisor to independently plan, prioritize and carry out the duties and responsibilities of the position. He/she will be expected to address problems that arise through thoughtful analysis and by applying applicable guidance. The use of initiative, discretion and patience is expected of the Advisor in dealing with USAID co-workers as well as representatives of other donor organizations to resolve problems that arise during the course of work for which there is often no clear or immediate solution. In the event no guidance exists, he/she will propose solutions in consultation with the supervisor. The Advisor will follow and adhere to USAID's Code of Ethics and Conduct.

This is a position of substantial complexity. The Advisor must demonstrate leadership and exceptional poise to overcome work-related difficulties and challenges. The position requires the ability to plan, follow-up/implement and work in a team setting and as an individual. The Advisor will be expected to be highly productive and meet short deadlines. The ability to operate in highly complex developing country environments is essential. The Advisor must be able to devise solutions for situations that may involve conflict between stakeholders, political instability, unclear policies, weak institutions and extreme poverty. He/she will rely on his/her professional knowledge and integrity, and in-depth experience in gathering and interpreting analytical data and reviewing published data on the performance of the relevant environment sector in the region.

The Advisor will have an excellent understanding and grasp of biodiversity and climate change adaptation/mitigation approaches and of USAID's policies, procedures and processes in related sectors. He/she provides in-depth advice and technical direction to USAID Missions throughout the West Africa region in the i) application of NRM and climate science; ii) results of climate change negotiations and their impact on policy, planning and program implementation; and iii) development and application of USAID's NRM and climate change strategies. Further, he/she will undertake TDY assignments to Missions throughout the Region. It is expected that regional travel will occupy a significant portion of the Advisor time.

f) Nature, Level and Purpose of Contacts

The Advisor will maintain contacts with people and organizations working in the forefront of development work relating to NRM and climate change; he/she will work with USAID/staff in West Africa including regular interaction with the USAID/West Africa Mission Director, Deputy Director and other senior staff, with senior staff in other Missions, and with the USAID Bureau for Resilience, Environment and Food Security (REFS) and Africa bureau staff to provide policy and procedural guidance and to obtain information relative to programs and activities. Within US Embassy Accra, contacts include but are not limited to the Environment, Science and Technology Officer and on occasion the Deputy Chief of Mission and Ambassador as required. Other contacts may include high-ranking USG officials and Government officials from counterpart agencies to the Ministerial level. In those USAID presence countries that support environment and climate change-related activities, the Advisor will be expected to interact regularly with client mission officers, Office Directors and Mission management, especially with regard to any ongoing or planned climate change and NRM activities that directly or indirectly impact their programs. In USAID limited or non-presence countries, the incumbent will be expected to liaise effectively with USAID representatives or with appropriate Embassy staff.

The Advisor occupies a high profile and important position in USG foreign assistance to West Africa. She/he provides policy recommendations, as well as strategic and tactical advice to senior officials of USAID/USG - Ambassadors, USAID Mission Directors/technical staff, Agency Environmental Coordinator, Bureau Environmental Officers, USAID DDI Bureau and Africa Bureau technical staff and other USG agencies. The incumbent must represent the Mission at the highest-levels in inter-agency settings. The Advisor will be required to establish and maintain professional contacts/relationships with senior government authorities and private sector leaders as well as with senior people in regional, multilateral and donor institutions. He/she will develop and maintain professional and productive relationships with counterparts in African regional organizations, host governments, donor institutions, civil society and the private sector, and relevant stakeholders. Examples of organizations in the previously noted categories include but are not limited to host countries (Permanent Secretaries and Department Heads); Executive Secretaries and Directors General of regional governmental and technical organizations (ECOWAS, CILSS, AGRHYMET); multilateral development partners (World Bank, African Development Bank); NGOs and private sector executives.

g) Time Expected to Reach Full Performance Level

The incumbent must be able to perform the full range of duties upon arrival at Post. Although the Advisor might not have a working knowledge of USAID's activity management and administrative procedures, it is expected these proficiencies will be acquired within the first three months on the job.

h) Post Entry Training

Post entry training will cover USAID's established policies, procedures and regulations that govern: i) USAID-specific activity management and procurement systems, leading to certification as an AOR/COR; ii) USAID-sponsored training in Project Design and Activity Management; iii) USAID Biodiversity Policy and Climate Change Strategy; and iv) USAID's Environmental Procedures (22CFR216) including environmental mitigation and monitoring. Other organized training (both internal & external) may be provided from time to time depending on the availability of program funds and if determined to be in direct support of USAID/WA/REGO's activities

i) Physical Demands/Work Environment

This is a moderately physically demanding position. It is estimated the work environment will be principally in an office setting and such a setting will be air conditioned for the most part. The work environment outside the office will be in a 'field setting' in the sense of vehicular travel over rough roads through heat and dust to USAID project sites in urban and rural environments. Also, walking upon arrival at field sites will be required. Sites may have few amenities such as air conditioning, sanitation and running water. When engaged in such travel, the Advisor should be 'self-contained' and should carry personal first aid supplies, protective clothing from sun and weather, water, Malaria prophylaxis and light food.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

Applications must clearly highlight and explain how these minimum eligibility qualifications have been met. This could best be shown in the applicant's cover letter or in an introductory section to the application.

Education:

Post-graduate degree (MSc/MA required; PhD or equivalent preferred) in an environmental, ecological, biological, climate, or agricultural science or environmental engineering discipline

Work Experience:

- At least 10 years (a doctorate may substitute up to 3 years of professional experience) of progressively responsible professional experience in technical, scientific and policy issues in two or more of the following technical areas: i) climate change adaptation/mitigation; ii) integrated water resources management, including watershed management, impacts from dams, and environmental flows; iii) environmental impact assessment; iv) biodiversity conservation; v) sustainable natural resources use and conservation; vi) diversified livelihoods for natural resource-dependent communities; vii) public policy and financing, including carbon financing; viii) environmental regulations and enforcement; or ix) other technical areas related to assessing vulnerability to climate change and the design of adaptation and mitigation measures in response to projected impacts
- Of total experience (professional and research), five (5) years of documented experience in some aspect of climate change.
- Of total experience (professional and research), five (5) years of experience must be in a developing country with experience in Africa and West Africa preferred.
- Willingness and ability to travel in the West Africa region under harsh environmental and unpredictable conditions

Communication and Language:

- An S-4/R-4 level in English and an S-3/R-3 level in French are required. Must have a demonstrated ability to function as a technical specialist in francophone countries, *e.g.*, conduct environment-related training, participate in meetings, and provide detailed technical assistance in the French language.

III. EVALUATION AND SELECTION FACTORS

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>

Applicants meeting the minimum eligibility qualifications (above) for the position will be evaluated on the detailed criteria noted below based on information presented in his/her application and through reference checks. Applications must include the names of at least three (3) references with contact e-mail addresses and telephone numbers and a brief explanation of how each referee knows the candidate.

The following evaluation factors are established:

A. Education: (10%)

A minimum of a Master's Degree in a field related to the duties described above. This could include climate science, natural resource management (NRM), ecology, biological, agricultural, integrated water resources management, environmental economics, or forestry. Additional consideration will be given for advanced academic training in the foregoing disciplines as well as possession of a PhD in a relevant field.

B. Work Experience: (35%)

A minimum of 10 years of experience at an advanced management level demonstrating sound and independent judgment, leadership, interpersonal skills, and ability to strategize, develop and effectively implement programs. This includes: working in teams, ability to prioritize activities and implement numerous assignments concurrently; responding quickly, effectively and flexibly to wide-ranging requests; and operating effectively in a cross-cultural setting.

A minimum of 10 years of progressively responsible professional experience in technical, scientific and policy issues in two or more of the following technical areas, including climate change adaptation/mitigation; integrated water resources management, including watershed management, impacts from dams, and environmental flows; environmental impact assessment; biodiversity conservation; sustainable natural resources use and conservation; diversified livelihoods for natural resource-dependent communities; public policy and financing, including carbon financing; environmental regulations and enforcement; or other technical areas related to assessing vulnerability to climate change and the design of adaptation and mitigation measures in response to projected impacts. Of the 10 years, at least five (5) years must include documented experience in some aspect of climate change. Also of the 10 total years of experience, five (5) of

these years must have been in a developing country, with experience in Africa preferred. Climate change experience and developing country experience may be overlapping.

Demonstrated knowledge of the design, management and delivery of NRM/climate change training courses with the ability to prepare manuals and guidelines that encompass analytical analyses of climate issues.

Demonstrated capacity to manage projects for results and implement policies and procedures in accordance with established regulations. Substantive work experience in francophone countries with conditions similar to those in West Africa is required.

C. Skills, Technical Knowledge, and Abilities: (40%)

Broad knowledge of international development programs and policies relating to NRM and climate change within key development sectors - biodiversity conservation, integrated water resource management/WASH, conflict management, health, and agriculture. Additional consideration will be given for knowledge of USAID development sectors, procedures and policies.

Ability to assess developmental assistance needs in the climate/environment sector among cooperating countries and ability to negotiate with the highest-level government officials on sensitive political, policy, and country program priorities. Demonstrated ability to influence government priorities in these areas.

Demonstrated ability to effectively plan, strategize, direct, administer, monitor and supervise effective climate-focused programs is required. Demonstrated skills in integrating the social, economic, and environmental aspects in development assistance programming, and the processes that underlie sustainable governance will be required. Other required skills include: project design, implementation and grant and contract management, financial management, performance monitoring and evaluation. Full familiarity with USG policies, programming and management precepts is an added advantage.

Analytical ability and skill in interpreting public policies and assisting in the revision of policies, as required, that improve the enabling environment for climate change programming across sectors as related to sustainable economic development.

D. Interpersonal, Team and Communication Skills: (15%)

Strong interpersonal skills and the ability to work in a multicultural setting. Demonstrated ability to work on his/her own, as a member of a team or office and as a mentor to junior staff. Ability to achieve consensus on policy, project and administrative matters, effectively motivate and train staff, understand basic human needs, respect national pride and sensitivity of others. The ability to work effectively under pressure to carry out specific, results-oriented tasks in developing countries given constraints in time, information, and logistical support. Experience supervising and/or leading teams of professionals is an added advantage.

Excellent verbal communication skills, tact, and diplomacy are required to make and maintain productive contacts with senior government officials, non-governmental and private sector officials. Verbal communication skills are also needed to advise senior USAID and US Embassy officials, negotiate activity plans and resolve activity implementation issues with counterparts, partners and team members. Excellent written communication skills are required to prepare regular and ad hoc reports, activity documentation and briefing papers.

Good computer skills (word processing, spreadsheet applications and PowerPoint) are necessary to plan against objectives and targets and to report progress and achievements.

Demonstrated strong English writing and analytic skills are necessary to meet tight deadlines with clear and effective reports and analyses. Demonstrated experience preparing new technical designs, concept papers, and result reports is required.

Maximum Evaluation Score: 100 Points

PAST PERFORMANCE EVALUATION

Effective work experience and knowledge of the above skills and experience will be demonstrated through interview and feedback received from previous employers. USAID/West Africa may require a written test and/or writing samples.

1. This will include strategic planning, development and management of climate change activities dealing with ‘adaptation’, mitigation of greenhouse gas emissions and activities whose aims are the reduction of emissions from deforestation and forest degradation (REDD+).
2. Mano River Union (MRU) - An association among Liberia, Sierra Leone, Côte d’Ivoire, and Guinea to foster economic cooperation among these states, the Mano River Union is named for the Mano River which begins in the Guinea highlands and forms a border between Liberia and Sierra Leone.

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

*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]