



USAID
FROM THE AMERICAN PEOPLE

SENEGAL

SOLICITATION NUMBER: 72068320R10003

ISSUANCE DATE: May 18, 2020

CLOSING DATE: June 1, 2020

SUBJECT: Solicitation for a USAID Project Management Specialist (Agriculture)
Cooperating Country National Personal Services Contract (CCN/PSC)
(Niger 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.

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 information.

Sincerely,

Chadwick

Cannon Mills

Chadwick Mills

Deputy Regional Contracting Officer

Digitally signed by
Chadwick Cannon Mills
Date: 2020.05.12 14:23:42
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I. GENERAL INFORMATION

1. **SOLICITATION NUMBER:** 72068320R10003
2. **ISSUANCE DATE:** May 18, 2020
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** June 1, 2020- 5:00 p.m. (Niger time)
4. **POINT OF CONTACT:** Recruitment team, email at Usaiddakar-hr@usaid.gov
5. **POSITION TITLE:** USAID Project Management Specialist (Agriculture)
6. **MARKET VALUE:** Salary equivalent to grade **FSN-11**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Niger. Final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** The services provided under this contract are expected to be of a continuing nature that will be executed by USAID through a series of sequential contracts, subject to the availability of funds, the need for services and performance. The base period will be for one year, estimated to start on o/a August 1, 2020. Based on Agency need, the contracting Officer may exercise an additional option period for four years for the dates estimated as follows:

Base Period:	o/a August 1, 2020 to July 31, 2021
Option Period 1:	o/a August 1, 2021 to July 31, 2025

8. **PLACE OF PERFORMANCE:** US Embassy/USAID compound in Niamey, Niger, with possible travel as stated in the Statement of Duties.
9. **ELIGIBLE OFFERORS:** USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. The establishment of a TCNPSC position must be temporary, and must only be used when: a) Qualified CCNs are not available; b) Limitations on Agency and Mission operations do not allow sufficient time to train CCNs; and c) Program efficiencies and policy objectives can only be achieved using TCNPSCs as a substitute for available, eligible, and qualified USNs or CCNs.
10. **SECURITY LEVEL REQUIRED:** Facility Access

11. STATEMENT OF DUTIES**BASIC FUNCTION OF POSITION**

The Office of Food for Peace (FFP) in the U.S. Agency for International Development Bureau's for Democracy, Conflict, and Humanitarian Assistance (DCHA) is the largest provider of food assistance in the world. In FY 2018, USAID provided almost \$2 billion in emergency and development food assistance to the poorest corners of the world. Contributions included over 1.5 million metric tons of in-kind food and local and regionally procured commodities as well as cash transfers and food vouchers to meet short term emergency needs of vulnerable populations. FFP also supports longer term development

food security activities that address the underlying causes of food insecurity, build the resilience of target populations, and improve the health, nutrition, and overall wellbeing of individuals. Taken together, FFP emergency and development programs provide an impressive array of tools to combat hunger and malnutrition around the world.

In West Africa, FFP covers 20 countries in the region, where the FY 2018 budget amounted to \$495 million. In response to immediate needs and to prevent a potentially much more serious situation, FFP allocated emergency resources, including Title II food commodities, as well as cash resources in support of regional procurement of food commodities, to respond to the crisis. In addition, FFP improved household food security, agricultural productivity, and maternal and child health through longer term development activities in Niger, Burkina Faso, and Mali.

To help improve, monitor, and coordinate the effectiveness and efficiency of the assistance provided under the FFP program in Niger (assistance which amounted to \$80 million in FY 2018) USAID requires the services of a USAID Development Assistance Specialist (FFP Agriculture Specialist), based in Niamey, Niger. The position is based in USAID Niger Country Office in Niamey, but it is expected that approximately 50 percent of the incumbent time will be spent traveling within Niger to monitor activities and assess food aid needs.

The Agriculture Specialist will provide technical assistance to the USAID Niger FFP Office by contributing to the management and oversight of projects within the FFP portfolio. S/he will work to improve the liaison between USAID and other donors and Niger counterparts working on agriculture and food security activities. In his or her capacity, s/he is responsible for monitoring and reporting on agricultural and broader food security related components of FFP programs across Niger in order to inform decision makers in USAID/Niger, the FFP West Africa Regional Office, and FFP/Washington so that they can ensure effective management and targeting of FFP resources.

The incumbent will collect information on the effectiveness and quality of implementation of food aid programs throughout Niger, including whether resources are being targeted and distributed effectively and equitably in order to combat hunger and malnutrition and save lives. S/he will prepare reports and verbally brief FFP and other U.S. Government (USG) personnel on conditions of vulnerable communities and individuals. S/he will also engage with partners in the field to identify ways to resolve operational challenges.

The incumbent will work under the direction of the FFP Niger Country Office Director, or his/her designee. This position requires regular coordination with other FFP team members, representatives from other USAID and Embassy Niamey offices, the humanitarian donor community, and the UN, and therefore requires a highly collaborative work style.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent responsibilities will include the following:

Advising Mission on agriculture and food security investment and programming issues (80% of time)

- Monitor and evaluate the implementation of the FFP partner's agriculture and broader food security related activities and reporting back to the FFP Niger Country Office Director. The incumbent will help ensure that agricultural components of FFP funded programming are

technically sound, on schedule and are efficiently reaching the vulnerable people targeted for assistance.

- Contributes to, in collaboration with FFP colleagues, an annual monitoring plan outlining the sites to be visited and timeline, and conducts regular field monitoring visits, in accordance with the monitoring plan, spending at least 50 percent of time in the field, often in austere conditions, collecting data on the implementation of agriculture activities and other aspects of FFP programs. Primary monitoring responsibilities are to ensure sound implementation of agricultural components of FFP funded programs. Also advises on any issues arising that need to be addressed, including immediate reporting of any actual or suspected diversions of USG resources, missed implementation targets, and non-compliance with USAID regulations. Makes recommendations for addressing and solving any problems that are discovered, provides feedback to the implementing partner and concludes with follow-up to ensure improvements.
- Searches and reviews technical reports and documents related to agriculture and food security to remain current about general knowledge and advances in the fields of agriculture and food security, in general, and others' findings related to his/her geographic zone of responsibility, in particular.
- Drafts factual and analytical reports on all field monitoring trips, assessments, etc. Provides information for additional reporting to the FFP Niger Country Office Director, USAID Country Representative and/or Mission Director, the FFP West Africa Regional Office, and FFP/Washington, as necessary.
- Follows closely current political, social, economic and food security trends in Niger. Use judgement and experience to assess the accuracy of information, reliability of sources, and the relevance of the information. Also, provides analysis on how these trends affect the development and implementation of FFP's agricultural and resilience programming.
- Exchanges information with relevant FEWSNET team(s) and reviews and provides feedback on FEWSNET reports prior to their release.
- The incumbent will be required to assist in creating a supportive work environment that values diversity, and elicits the highest possible level of performance from all team members.

Internal and External Coordination (20%)

- Maintains active dialogue with other donors, local organizations, and various Government of Niger (GoN) offices on agriculture issues and activities; builds contacts to facilitate dissemination of information and coordination of activities.
- Liaises with senior-level Government of Niger counterparts in the Ministry of Agriculture and other pertinent government ministries and structures to maintain up-to-date information and analysis of agricultural trends and outputs in Niger.
- Participates in multi-agency assessments of food security, markets and food assistance and other humanitarian needs, and assists in the development of funding and programmatic recommendations for FFP and the USAID Mission.

- Represents FFP in working group meetings and other fora with UN, NGOs, and other humanitarian donors. Represents USAID to a wide range of government officials at the provincial/district level and representatives at the technical and administrative levels. Engages with beneficiaries, community members and leaders related to FFP's food security programs. All representation is performed in line with the overall direction of the FFP/Niamey office and specific country team.

Supervision Received: The incumbent is supervised by the FFP Niger Country Office Director. Assignments are made via jointly agreed upon work objectives and plans, and will be updated as the situation requires. The incumbent works independently with minimal guidance from the supervisor, prioritizing all work and setting or meeting deadlines as applicable.

Supervision Exercised: There are no supervisory responsibilities in this position.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- Education:** Minimum of Bachelor's degree in a discipline pertinent to agriculture, food security and program management, such as agriculture, or agricultural economics.
- Prior Work Experience:**
 - A minimum of five (5) years of progressively responsible experience managing and implementing programs in a developing country setting related to agriculture growth/food security through agricultural productivity. Experience related to food assistance programming, ideally in more than one country, either through several short-term assignments or long-term residential postings, is required.
 - Demonstrated analytical skills in complex programming which combines nutrition, health, agriculture and livelihoods for improved household health and income. Previous experience conducting program oversight is required. Past experience working with other donor-funded programs, and/or with local NGOs.
 - Work demonstrating an extensive knowledge of agricultural issues facing Niger.
- Post Entry Training:**
 - Rapid familiarization with general U.S. Government policies and specifically the Food for Peace Act and Title II implementing guidelines, Regulations 11 and 22 CFR 216 and 226.
 - Food Aid Rules & Regulations/Commodity management training
 - Regional FFP M&E Workshops
 - FFP Bootcamp training
 - Integrated Phase Classification
 - On the job training through mentoring
- Language Proficiency:** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (speak/read):
 - English level 4 is required.
 - French fluency required.

- Proficiency in additional languages spoken in Niger, such as Hausa, Fulfunde, and Zarma, required.
- Proven capacity to communicate effectively both orally and in writing.

e. **Job Knowledge:**

The employee advises USG and partner staff on complex policy issues and must have:

- Expert knowledge on host region programs and strategies in agricultural as it pertains to improved food security.
- Experience with agriculture and food security programs and/or a demonstrated mastery of the agricultural sector.
- Highly developed technical expertise in the field of agriculture and food security to allow the incumbent to analyze, interpret and present technical information relevant to the program.
- A pragmatic understanding of emergency response mechanisms, programming for vulnerable populations, refugees, and internally displaced people, as well as guidelines and processes involved in management of USAID Title II development and emergency portfolios.
- A sound understanding of the elements of food needs assessments.
- Understand how USAID formulates program objectives and approaches, monitoring and evaluation procedures, and information systems.
- A clear understanding of food assistance policy issues, operational procedures, and related market and economic issues (as espoused, for example, in PL 480 Title II Food For Peace policy documents including Regulation 11, FFP Annual Program Statement for emergency assistance, guidelines to Bellmon Analysis, and UMR determinations).
- An understanding of how food assistance is used in development and humanitarian programs and the interaction among cross-sectoral program activities necessary to address food insecurity.
- An understanding of the interrelationships of social, economic, and political factors in Niger and their bearing on problems of food security, and including a working understanding of how FFP resources are programmed to meet emergency and development requirements. An operational level understanding of how FFP/W budgets and programs the Title II commodities and emergency food security resources.

f. **Skills and Abilities:**

The incumbent must have:

- Strong working knowledge of MS Word, MS Excel, and MS PowerPoint.
- Ability to manage databases.
- Good interpersonal skills and the ability to work collaboratively with a wide range of staff and representatives.
- Ability to work cooperatively in a multicultural team.
- Ability to review, evaluate and apply complex policies and regulations.
- Ability to provide rapid, concise, accurate reporting, both verbally and in written English.
- Ability to grasp and theorize the complexities of food security, the wide variety of dynamic influencing factors and the potential influence of international food assistance.
- Ability to collect and analyze qualitative and quantitative data to assess complex factors contributing to food security.
- The ability to plan, organize, manage and evaluate complex food security interventions.
- A high degree of flexibility.
- The ability to persevere and work long hours.
- Ability to identify and resolve conflict.

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>.

Selection Process

After the closing date for receipt of application, a Selection Committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Incomplete applications from applicants who do not meet the minimum requirements will not be scored. As part of the selection process, only shortlisted applicants will be invited to participate in an oral interview. Required reference checks will be conducted only for shortlisted applicants who meet the specified requirements. The applicant's references must be able to provide substantive information about his/her performance and abilities.

Candidates will be evaluated and ranked based on the following selection criteria to a maximum score of 100 points:

Rating System

1. Education Pass/Fail based on the diploma required in the offer
2. Work Experience (40%)
3. Language skills (10%)
4. Job Knowledge (25%)
5. Skills and Abilities (25%)

IV. SUBMITTING AN OFFER

1. Eligible Offerors are required to complete and submit a complete application package which includes:
 - AID 309-2 form (<https://www.usaid.gov/forms/aid-309-2>)
 - A cover letter
 - A Detailed Resume plus three (3) to five (5) references
 - Copies of relevant degrees
2. Offers must be received by **June 1, 2020** and submitted in Usaidakar-hr@usaid.gov
3. Offerors submissions must clearly reference the Solicitation number on all offeror submitted documents.

ALL DOCUMENTS MUST BE IN ENGLISH.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete all the pre-award forms and clearances necessary (medical and security).

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the benefits and allowances in accordance with Mission policy and Local labor laws in Niger.

Benefits: Annual bonus and Medical insurance.

Allowances: Transportation, Housing, Education and Seniority.

VII. TAXES

In accordance with Mission policy and local labor laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing **CCN and TCN PSC** 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/sites/default/files/documents/1868/aidar_0.pdf .
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms> .
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> .